

Staff Accountant

Join our growing team working to build stronger communities in Appalachia! Fahe is on a mission to eliminate persistent poverty. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 535,000 people, made \$784.8 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

Job Summary:

The position of Staff Accountant is located in our home office in Berea, Kentucky. This position provides daily operational support to the Finance Department with A/Ps, A/Rs, bank recs, general ledger, daily balancing as well as other tasks. The Staff Accountant reports directly to the Director of Finance.

Essential Duties and Functions:

- A/P and A/R entries
- Daily & monthly bank reconciliations
- General ledger journal entries
- Fixed asset tracking
- Assisting in month end closing
- Daily reconciliation of GL to Loan Servicing software
- Tracking and monitoring financial information
- Maintaining electronic and paper file systems

Requirements for this position include:

- Ability to work independently and collaboratively
- Excellent communication skills
- Great organizational skills
- Knowledge and proficiency working with MS Office applications
- Ability to transition from one task to another easily
- Attention to detail, accuracy and efficiency

Preferred Education and Experience:

- Associate's degree with two years' experience in an office setting
- Or a Bachelor's degree in Accounting

For the past three years, our staff nominated Fahe has one of the top 100 Best Places to Work in Kentucky. Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of eliminating persistent poverty in Appalachia. We offer a diverse work environment with competitive salaries and excellent benefits. Visit www.fahe.org to learn more about Fahe.

Qualified candidates may submit a resume and cover letter to hr@fahe.org or mail to Fahe/ATTN: Human Resources; 319 Oak Street; Berea, KY 40403.