



Pro Seniors, Inc.
Staff Accountant
Full-Time / Exempt
www.proseniors.org

Pro Seniors seeks a staff accountant to provide accounting and finance support to the organization. The staff accountant will assist with day-to-day operations to ensure accounts receivable, accounts payable and payroll are processed timely and accurately. The staff accountant will interact with senior leadership, vendors, and other contacts, will address tight deadlines and a wide range of accounting activities including general ledger preparation, financial reporting, and year-end audit preparation and the support of budget and forecasting activities. This role will present opportunities to grow professionally and, for the right candidate, to assume additional organizational leadership over time.

The Successful Candidate will:

- Have a bachelor's in accounting.
- Have minimum of 3-5 years accounting experience (nonprofit accounting experience preferred)
- Be able to manage sensitive and confidential information with discretion.
- Be able to multi-task, work under pressure, and meet deadlines.
- Have strong attention to detail, accuracy, and follow-up skills.
- Have advanced computer skills in MS Office, accounting software (MIP accounting software experience is a plus), and CRM software.
- Be able to work collaboratively.

Compensation & Benefits:

Salary range of \$75,000 to \$85,000 depending on experience; health, dental, vision, life, and disability insurance; retirement savings plan; fourteen pre-determined paid holidays; PTO based on years of service; and ongoing training and development opportunities.

About Pro Seniors: Founded in 1975, Pro Seniors is a non-profit organization whose mission is to enhance the independence and quality of life of older adults by empowering them, by protecting their interests and by facilitating their access to resources. Together Pro Seniors' Legal, Long-Term Care Ombudsmen and Senior Medicare Patrol teams empowered more than 19,000 older Ohio adults in 2023 through legal assistance, advocacy for long-term care residents, and outreach and education to prevent health care fraud.

Pro Seniors, Inc. is an Equal Opportunity Employer and places a high value on diversity in our workplace, including diversity in race, ethnicity, gender, sexual orientation, age, and physical ability. We strive to create an environment welcoming to all individuals.

To Apply: Submit your resume and cover letter to dorlet@proseniors.org. No calls please.