



Community Care Network

Rutland Mental Health Services & Rutland Community Programs

Community Care Network is looking for a Senior Account to join our team!

Community Care Network is comprised of Rutland Mental Health Services and Rutland Community Programs. Our mission is to enhance the well-being of our communities, individuals and families through responsive, innovative and collaborative human service

About the Role:

The Senior Accountant is responsible for completing accounting activities, ensuring the accuracy of financial records and supporting the month end and year end close processes. This role plays a key part in financial reporting, internal controls and continuous process improvement.

Responsibilities:

- Significantly supports the general ledger accounting functions, including month-end and year-end close processes.
- Prepare and review financial statements in accordance with GAAP.
- Ensure compliance with internal controls, policies, and procedures.
- Coordinate audits and liaise with external auditors.
- Assist in budgeting, forecasting, and variance analysis.
- Support the Controller in financial planning and analysis.
- Implement process improvements to enhance efficiency and accuracy.
- Maintain fixed asset records and depreciation schedules.
- Reconcile bank Statements
- Performs other related duties as necessary or assigned.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field
 - CPA certification strongly preferred
- 5+ years of progressive accounting experience
- Strong knowledge of GAAP, grant accounting, and financial compliance
- Proficiency in financial systems and ERP platforms (e.g., QuickBooks, Sage Intacct, or similar)
- Advanced Excel skills including pivot tables and financial modeling
- Excellent written and verbal communication skills
- Strategic thinker with strong analytical and problem-solving abilities
- Commitment to ethical standards and fiscal responsibility
- Must have a valid driver's license, reliable transportation, and personal automobile liability insurance coverage at or above the levels mandated by the State of Vermont.
- Successful completion of a criminal history background check.

What's in it for YOU:

- Competitive Pay – \$62,500.00-\$68,500.00 (compensation is typically dependent upon experience)
- Comprehensive Benefit Package
 - 401(k)
 - 401(k) matching
 - Dental insurance
 - Employee assistance program
 - Flexible schedule
 - Flexible spending account
 - Health insurance
 - Health savings account
 - Life insurance
 - Paid time off
 - Professional development assistance
 - Retirement plan
 - Tuition reimbursement
 - Vision insurance
- Career Training and Development
- Collaborative and engaging team meetings with supervision.

CCN is an Equal Opportunity Employer.