

The Ohio Nurses Association is looking for a full-time Staff Accountant to manage our accounting department. The Staff Accountant is responsible to provide financial oversight, leadership and support by directing all internal financial functions including accounting, budgeting, credit and collections, financial reporting, payroll, tax, treasury and special projects.

We are a small non-profit organization with a 501(c)6, 501(c)3 and a 527. Individual must be very detail-oriented and able to maintain a high level of confidentiality.

- Experience with Labor Organizations a plus

Duties include:

- Accounting
- Financial Reporting
- Budgeting
- Payroll
- Tax
- Treasury
- Billing/Credit & Collections
- Maintain Vendor Relations

Desired education and experience:

- Bachelor's degree in Accounting.
- Certified Public Accountant (CPA).
- Five years of experience in accounting.
- Experience in a nonprofit organization.
- Experience with Department of Labor regulations related to financial reporting for unions.
- Experience with Fair Share regulations.
- Current Ohio driver's license.
- Maintain eligibility for auto insurability through ONA's carrier.
- If registered nurse, member of ONA or another SNA.

Salary based on experience. We provide an excellent benefits package which includes medical, dental, life insurance, long term disability insurance, retirement plan and leave time. To apply, email cover letter, resume and salary requirements to: Jobs@ohnurses.org. Include "Staff Accountant" in the subject line. **Deadline to submit is November 3, 2018.**