



**Why CARE:** Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE's programs and services, and employment opportunities, please visit our website [www.careofsem.com](http://www.careofsem.com).

As a premier employer of choice, our goal is to not only provide Recovery Oriented Systems of Care, but to also be a Recovery Oriented Employer that values lived experiences. We are committed to fostering, cultivating and preserving a culture of diversity and inclusion. CARE of Southeastern Michigan offers an exciting and innovative environment with dedicated, caring, and good natured professionals focused on creating healthier lives and communities for the individuals and families in which they serve. We welcome & encourage those from diverse communities, including those with bilingual proficiency to join our dynamic team.

#### **Employment Perks:**

- Work Life Balance
- 10 Paid Annual Holidays
- We Value Lived Experience: Special Consideration During The Application Process
- 37.50 Hour Work Week
- Competitive Benefits
- Relaxed Dress Code
- Flexible Work Hours (approval required)

## **Accounting Assistant**

*(hourly pay rate \$17.00)*

#### **Education:**

- High school diploma or graduate equivalent degree.
- Accounting training or equivalent experience.
- Experience with accounting or bookkeeping.
- Proficient in MS word, Excel and Outlook.
- Experience in an accounting software system.

#### **Duties and Responsibilities:**

- Assist Chief Financial Officer with various aspects of accounting.
- Entry of accounts payable.
- Reconcile bank statements and balance sheets.
- Complete payroll data entry.
- Update projection and budget files.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Demonstrate accuracy and efficiency in work by meeting timelines and having a successful audit with minimal to no findings.
- Interact professionally with other employees, customers and suppliers. Work effectively as a team contributor on all assignments.
- Applies best practices and industry standards to work.
- Ensures assigned paperwork is completed and maintained in accordance with funding sources standards and CARE of SEM policy and procedures.
- Attends meetings as assigned.