

**ASSISTANT DIRECTOR OF FINANCE  
BENT TREE COMMUNITY, INC.  
40 LITTLE PINE MOUNTAIN RD. JASPER, GA  
JASPER, GA      \$65,000 - \$75,000/year**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Assist with financial close process, including ensuring all costs incurred are properly recorded, preparing and reviewing journal entries, account balance reconciliations, and report preparation.**
- **Maintain multi-entity general ledgers in accordance with generally accepted accounting principles and company accounting policies and procedures.**
- **Prepare summary explanations of financial statements variances to budget.**
- **Reconcile bank statements to identify any outstanding deposits or errors.**
- **Collaborate with other departments to ensure accurate financial reporting.**
- **Assist with the collection process by tracking past due accounts and preparing submission of accounts to collection attorney.**
- **Supervise and audit annual assessment billing for accuracy and oversee mailing process, including issuance of installment booklet mailing.**
- **Prepare reporting to federal, state, and county regulatory agencies as required.**
- **Participate in the process of testing, sampling, pulling backup and providing supporting documentation to the auditors.**
- **Participate in the annual budget process with operational management.**
- **Help maintain and improve internal controls.**
- **Assist in implementing policies and procedures.**
- **Other duties as assigned.**

**REQUIRED SKILLS AND QUALIFICATIONS:**

- **4+ years of accounting experience and a bachelor's degree in accounting or finance. MBA or CPA candidate is a plus.**

- **Proficient in using accounting software and other office software packages, such as Microsoft Office and Adobe. Experience with Jonas Club Software a plus.**
- **Effective business writing, strong analytical and problem-solving skills, excellent organizational skills, and keen attention to detail.**
- **Ability to prioritize tasks and meet deadlines.**
- **Must be a team player and foster development of accounting skills in general accounting staff.**
- **Must pass a background check and drug screen.**