

**Northeastern Center, Inc.**  
**POSITION OPENING**

**Position Title: Senior Staff Accountant**

**Position Type: Administrative**

**Position Location: Administration - 1st Floor**

**Shift: 1st Shift**

**Full or Part Time Status: Full Time**

**Position Duties:** The Senior Staff Accountant has the responsibility for the assisting in the planning, directing and coordinating of financial information into the Centers various software platforms. This includes converting data from the EMR (Electronic Medical Record) and ADP (Payroll) into the Blackbaud accounting system.

**Experience Expectations:** Minimum of 3 years accounting experience, management skills preferred.

**Education Expectations:** BS in Accounting

**Date Position Opened:** 09/10/2021