Daytop Village of NJ, Inc.

Title: Staff Accountant

Location: 360 Mt. Kemble Ave., Morristown, NJ 07960

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: ASAP

Primary Responsibilities:

- Facilitate Daytop Academy billing (tuition), cash postings, journal entries, excel schedules, closings and corrections.
- Post all gas tickets
- Submit monthly director reports
- Facilitate check runs weekly
- Post Daytop cash receipts and update cash spread sheet
- Conduct Bioreference/Trutox bill analysis
- Provide CSOC grant reporting
- Act as Grants Manager for Hunterdon and Morris Community
- Provide transportation billing
- Conduct daily TIER audit for notes
- Daytop journal entries
- Provide fixed asset schedules
- Provide year end schedules

Qualifications:

- Bachelor’s Degree in Finance or related business field
- Three plus years’ experience in corporate finance or grant management position
- Non-profit experience a plus
- Bi-lingual a plus

Application Instructions: Interested applicants should e-mail or fax resume to:

Ellen Bewalder
Director of HR
Fax: 862-260-9462
Email: resumes@daytopnj.org

About the Organization: Daytop New Jersey has a long and successful history of meeting the needs of adolescents, adults and families struggling with the disease of addiction and its effects by providing a continuum of treatment services which include residential treatment for adolescents, outpatient treatment for adolescents and adults, recovery-based day school for students in grades 6-12, and a halfway house for adult women.

Disclaimer Information: EOE