

Shelby Residential & Vocational Services, Inc.
3971 Knight Arnold
Memphis, Tn 38118
(901) 312-9598

*****PLEASE POST*****

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DATE: May 13, 2010

Applications and letters of interest are now being accepted for the following position ONLY. We will accept applications Monday thru Friday 8am until 3pm. ONLY experienced applicants who meet the minimum qualifications listed below need apply. Applications and resumes are active for 6 months. Jobs on this posting are valid for 5 days from posting date.

General Ledger Accountant

Duties: Under the supervision of the Controller, the responsibilities of the General Ledger Accountant will include but are not limited to calculating departmental allocations, accruals, and other journal entries; daily reconciliation of all bank accounts; maintain asset database; reconciliation of general ledger account balances; research and audit functions on various projects as they arise; and assist in preparation of all financial and regulatory reporting.

Minimum Requirement: Candidate must have degree in accounting and a minimum of three to four years related experience with a mid-size firm; good communication skills and proficiency in MS Office software, with high level of proficiency in Excel required. Must be highly organized, able to multi-task & meet deadlines, and a self-starter. Experience with MAS90(200) a plus.

Approved By:


Jeffrie J. Bruton, Executive Director

SRVS is an Equal Opportunity Employer. SRVS does not discriminate on basis of race, sex, religion, national origin, disability, age, veteran status or any other classification protected by federal or state constitution or statutory laws, in provision of employment opportunities.

