



## Adena Corporation Job Description

Job Title: Staff Accountant

Job Status: Full-time

### Summary:

The Accounting Department at Adena Corporation is hiring a full-time Staff Accountant. This individual will assist with the day-to-day operations of the department and work directly with Adena's project managers and vendors.

Primary job responsibilities include, but are not limited to:

- Assist project managers with the billing process
- Monitor job progress and ensure timely billing
- Review accounts receivable aging reports
- Monthly reconciliation of cash receipts
- Track and enter contracts
- Other duties as assigned.

Desired qualifications/skills:

- Bachelor's degree in related field, or five years of equivalent work experience
- Construction accounting experience preferred
- Experience using a PC (Microsoft Suite, Adobe, Vista by Viewpoint a plus)
- Excellent communication skills
- Ability to work in a team environment

Adena Corporation offers competitive pay and benefits, including:

- Hospitalization and Major Medical, Life, and Short-Term Disability Insurance
- 401(k) Profit Sharing and Trust Plan
- Paid Holidays
- Sick and Vacation Paid Time Off
- Education Assistance
- Vision and Dental Plan

Please send completed application to Jill at [JLeiendecker@adenacorporation.com](mailto:JLeiendecker@adenacorporation.com).