



Phone: (618) 282-6233
www.ComWell.us
10257 State Route 3 Red Bud, IL 62278

JOB POSITION AVAILABLE NOTICE

Date of Internal Notice: January 2, 2024

Job Title: Accounting Assistant

Responsible to: Accounting Manager

Application Process: A letter of interest and current resume should be sent to Elizabeth Feltmeyer @ efeltmeyer@comwell.us Applicants will be selected and notified of available interview dates and times. Last Day to apply: Posting open until filled.

Position Overview: This full time position is responsible for maintaining continuous financial compliance with federal, state and industry requirements for agency grants and contracts. The Accounting Assistant is responsible for budget preparation and review along with maintaining accurate and timely records and reporting on expenditures of grant & contract funds.

Minimum Qualifications:

- Associates degree in Accounting or comparable experience.
- One year of accounting experience.
- Knowledge and experience with integrated accounting systems for general ledger desired.
- Excellent knowledge of Microsoft Excel. Proficient to excellent knowledge of Microsoft Word and Outlook.
- Detail oriented, strong organizational and time management skills.
- Ability to manage multiple tasks and heavy workload.
- Ability to assume responsibility, work independently, show initiative and make decisions.

10257 State Route 3, Red Bud, IL 62278; (618) 282-6233 * Fax (618) 282-6220

Other Locations:

104 Northtown Drive
Sparta, Illinois 62286
(618) 443-3045
Fax (618) 443-5767

2517 State St
Chester, IL 62233
(618) 826-4547
Fax (618) 826-4549

109 West Elm
Okawville, Illinois 62271
(618) 243-2091
Fax (618) 243-2093