



Schoharie County

## Community Action Program, Inc.

*Building stronger, healthier communities and empowering families that experience economic and social challenges through strategic partnerships, education, services, and compassion.*

# JOIN OUR TEAM

# We Are Hiring!

## Finance Manager

### Full-Time with Benefits

- Responsibilities:** Provide fiscal support to the Finance Director, Assistant Finance Director and Executive Director. Perform accounts payable functions, and assist with monthly preparation of reconciliations, program vouchers, and reports. Collect and record cash receipts, journal entries, and maintain the petty cash fund. Assist with overall fiscal management.
- Education & Experience:** Associates Degree in accounting or related field with two years experience in nonprofit accounting or High School diploma with five years experience in nonprofit accounting.
- Other:** Proficient in Microsoft Office products, excellent written and verbal communication skills, valid NYS driver's license and reliable transportation. Familiarity with Sage accounting software is a plus!
- Benefits:** This position is eligible for a benefits package, including a 34-hour, 4-day work week at \$17.00 - \$18.85 per hour; generous paid vacation and sick leave; employer-paid life insurance; employee assistance program; employer health insurance contribution; and more!
- To Apply:** Apply on Indeed at [www.indeed.com/job/finance-manager-d77e8c5a2732f09a](http://www.indeed.com/job/finance-manager-d77e8c5a2732f09a) or Submit cover letter, resume, and references to [jfarris@sccapinc.org](mailto:jfarris@sccapinc.org). Applications will be accepted until the position has been filled.

Schoharie County Community Action Program, Inc. is a private non-profit, and *not* a government agency.

AA/EOE