



Staff Accountant

KVCAP's Finance Department is seeking a full-time Accountant to work with a growing team of professionals. The person in this position will work closely with the Controller, Chief Financial Officer, fiscal co-workers, Program Managers and administrative staff to ensure a smooth running and efficient fiscal operation. Responsibilities include contract management and budget tracking, preparing financial reports for agency management and funding sources, assisting in monthly preparation of financial statements for management and the board of directors, participating in monthly financial review meetings, performing accounts payable and accounts receivable functions related to assigned programs, participating in audits and fiscal monitoring and performing subsidiary accounting.

Qualifications: Bachelor's degree in Accounting/Business Administration or finance is preferred; or two year degree with three years practical accounting experience or eight years progressive experience in the public and human services field; two to four years practical accounting experience may be substituted for college training. Experience with accounting software; proficient in Microsoft Word and Excel; excellent verbal, written and interpersonal communication skills; ability to follow instructions, work with minimal supervision and set priorities; keep accurate, neat and organized records and ability to work in a fast paced environment.

Ability to pass State Bureau of Investigation, Department of Health and Human Services, Department of Motor Vehicle, Fraud, Fingerprinting and National Sex Offender Registry background checks.

Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, health, life, dental/vision, and disability insurance options. Applications accepted until a suitable candidate is found. Interested candidates should submit a cover letter and resume including salary requirements to:

Human Resources
Kennebec Valley Community Action Program
101 Water Street
Waterville, Maine 04901

E-mail: lindas@kvcap.org

Equal Opportunity Employer