KVCAP’s growing Finance Department has an opening for a Staff Accountant. If you are looking for a challenging career and opportunity to be part of a great team working in a fast-paced environment, as well as doing the type of work that positively impacts people's lives, the following position is definitely for you.

**Staff Accountant:** 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.

Requirements: Bachelor’s degree in Accounting/Business Administration or finance is preferred; or two-year degree with three years practical accounting experience or eight year’s progressive experience in the public and human services field; two to four years practical accounting experience may be substituted for college training.

Requirements: 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. Proof of COVID 19 vaccination also required.

Benefits include 12 paid holidays, bi-weekly accrual of Paid Time Off, employer sponsored retirement plan, choices of health, life, dental, vision, and disability insurance options. Interested applicants please send a cover letter and resume or application to:

Human Resources  
KVCAP  
101 Water Street  
Waterville, ME 04901  

E-mail: lindas@kvcap.org  

Equal Opportunity Employer