Fiscal Specialist

KVCAP’s Finance Department has an opening for a full-time Fiscal Specialist to work with a growing team of professionals. The person in this position is responsible for the administration and processing of all aspects of the accounts payable and accounts receivable/cash receipt operations, including account reconciliations, posting of journal entries and necessary general ledger maintenance. This person provides day-to-day financial support to all areas of the agency and works closely with Finance team members and agency staff to assure a smooth running fiscal office in support of agency requirements.

Qualifications:
- Associate’s degree in Accounting/Business Administration is preferred; in lieu of degree, three to four years accounting experience may be substituted.
- Experience with accounting software.
- Proficient in Microsoft Word and Excel.
- Excellent interpersonal communication skills.
- Work with minimal supervision and set priorities in a fast paced environment.
- Ability to keep accurate, neat and organized records.
- 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 required.

Benefits
- 12 paid holidays
- Generous 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 cover letter and resume or application. Applications accepted until a suitable candidate is found.

Human Resources
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Equal Opportunity Employer