



Fiscal Specialist

KVCAP's growing Finance Department has an opening for a Fiscal Specialist. 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, this position is for you!

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

- 13 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