



Senior Staff Accountant

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

The person in this position will work closely with the Chief Financial Officer, Controller, 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.

Requirements:

- Bachelor's degree in Accounting/Business Administration or Finance is preferred plus five years of progressively responsible accounting experience; in lieu of degree, eight years of accounting experience may be substituted.
- Grant accounting experience a plus.
- Strong verbal, written and interpersonal communication skills.
- Ability to work in a fast paced environment with minimal supervision while managing multiple tasks.
- 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

Applications accepted until a suitable candidate is found. Interested candidates should submit a cover letter and resume including salary requirements to:

Human Resources
KVCAP
101 Water Street
Waterville, Maine 04901
E-mail: roakes@kvcap.org

Equal Opportunity Employer