



Staff Accountant

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, this position is for you!

Responsibilities include contract management and budget tracking, preparing financial reports for agency management and funding sources and assisting in monthly preparation of financial statements for management and the board of directors. The Staff Accountant will also be participating in monthly financial review meetings and performing accounts payable and accounts receivable functions related to assigned programs.

Requirements:

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

- 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 a cover letter and resume or application to:

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

Equal Opportunity Employer