



Staff Accountant

Wanted: Versatile, energetic and experienced individual to join our team at Hands On Hartford as the **Staff Accountant** to work closely with the Director of Finance and Administration in providing efficient and professional management of the fiscal areas of the agency.

Why work at Hands On Hartford: Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 53-year old nonprofit that values team work, inclusivity, and takes a strengths-based, harm reduction, collaborative approach to all we do.

When: Salaried, exempt position which requires a minimum 40-hour work week. Flexibility in the work schedule is expected; occasional holiday coverage.

Pay: \$54,000 - \$64,000 per year

As the Staff Accountant you will:

- Assist the Director of Finance and Administration with the management of all accounting functions of the agency.
- Assist the Director of Finance and Administration in the development of all agency and funding source budgets, including periodic cost and financial analyses.
- Accurate and timely preparation and submission of fiscal contract reports, budget modification requests, variance and balance sheet reports, audit reports, and all state and federal compliance reports.
- Oversight of agency expenditures, purchases and leases, including solicitation of bids, authorization for expenditure requests, and maintenance of a voucher and allocation system.
- Oversee the Finance Department's daily operations and backs staff up as needed

This could be the position for you if you:

- Believe in our mission and core values and are committed to diversity, equity and inclusion.
- Have Three (3)+ years solid experience in non-profit accounting and five (5)+ years of cumulative relevant experience in accounting operations and / or audit.
- Accounting degree or certification.
- Thorough knowledge of general accounting practices and contract management.
- Are able to make decisions, manage project timelines and meet deadlines.
- Have knowledge and proficiency in using computer applications, including standard Windows applications, proficiency in spreadsheets; and knowledge of Abila MIP preferred.
- A minimum of one (1) year supervisory experience.
- Have a valid driver's license, registered and insured vehicle and are able to lift and carry at least 25 pounds

What we offer full time employees:

- Generous medical/dental/disability/life benefits
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, vacation, personal time, and sick leave
- 401(k) employer contribution and employer match
- Free on-site parking

If this sounds interesting to you:

Send letter of interest & resume to: Pamela Fitzgerald, Director of Finance and Administration

Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email pfitzgerald@handsonhartford.org

Closing date: 09/30/2022

AA/EOE