

ACCOUNTING MANAGER

Start Date: 07/13/2021

End Date: 07/27/2021

If you are interested in applying, submit your cover letter and resume to Sarah Chesley sarah.chesley@cnswfl.org

- Children's Network of Southwest Florida, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs.
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace.
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory.
- Children's Network provides medical, dental, 401K, paid vacation, sick leave, and holidays.

MINIMUM REQUIREMENTS

- ◆ Bachelor's degree from an accredited college or university with a minimum of three (3) years of related nonprofit experience.
- ◆ An experience leader with three to five years of accounting and finance related experience

General Purpose of Job (Full job description will be provided upon interview)

Lead and coordinate all aspects of Accounting and Administrative functions to ensure compliance with GAAP standards and company policies and provide oversight of accounting and reporting activities and work closely with the Chief Financial Officer. To perform this job successfully, an individual must be able to perform each essential job function satisfactorily; other duties being assigned as necessary to department, or company mission.

Other Qualifications/Skills & Abilities

- Must possess a strong understanding of all functions of the non-profit accounting department
- Advanced computer skills on MS Office, accounting software and databases
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws, and regulations
- Must possess excellent organizational skills and abide by the highest standards of confidentiality
- Ability to manipulate large amounts of data
- High attention to detail and accuracy
- Ability to direct and supervise

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license, and clean driver's license check required
- No special certification or registration is required for this position
- Drug Screening is required
- E-Verify (US Citizenship Verification) is required
- Criminal background screening mandatory (Local Law/FBI/FDLE), and abuse registry

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, **prior** to applying