



2729 West Pensacola Street
Tallahassee, FL 32304
www.bigbendhc.org

POSITION AVAILABLE: ACCOUNTANT

The Big Bend Homeless Coalition is seeking a full-charge bookkeeper/accountant. The Homeless Coalition is a dynamic, growing, and mission-focused nonprofit organization working to end homelessness in Florida's Big Bend area. The Accountant plays a key role in supporting the agency's mission. This is a full-time position with an excellent benefits package.

Position overview:

The Homeless Coalition Accountant is responsible for all day-to-day bookkeeping and accounting functions, including receipts, disbursements, payroll, financial reports, and grant accounting. This is a highly responsible position reporting to the Executive Director.

Qualifications and skills required:

- At least two years full-charge bookkeeping experience, including experience in accounting for a nonprofit organization. Bachelor's degree preferred.
- Excellent skills and experience using QuickBooks for nonprofits.
- Excellent skills in accounting and bookkeeping, including: nonprofit accounting; grants accounting and reporting; payroll and related filings; payables and disbursements.
- Demonstrated experience accounting for multiple grants and sources of revenue, including government grants.
- Extremely careful attention to detail.
- Excellent interpersonal and team-building skills.
- Excellent written and verbal communication skills.
- Excellent skills in QuickBooks, Microsoft Word, Office, Excel, and Internet.
- Must be able to work independently in a very busy environment, respond easily to changing priorities, use a computer for extended periods of time, and work evenings or weekends as needed.
- Commitment to the mission and values of the Big Bend Homeless Coalition.
- Commitment to fostering professional working relationships with coworkers.

To apply, email resume and cover letter to: bbhcsearchcommittee@gmail.com

This position closes January 17, 2012.

The Homeless Coalition is an equal opportunity employer committed to a diverse workplace.