

Finance Manager

CPWDC, a well-established non-profit organization with an annual budget of \$15 million, is seeking a manager to lead the finance department. The position requires a full-time professional that coordinates activities related to daily operations including procurement, contracting, database system management and financial management for a large non-profit corporation.

We are looking for applicants with the following qualifications:

Accounting/Financial

- At least 2 years of progressive accounting or financial management experience with a minimum of a bachelor's degree in accounting, finance or related field
- Previous experience with government/non profit accounting preferred
- Experience in all technical aspects of accounting and financial reporting with the ability to proactively identify issues and offer solutions
- Demonstrated track record of competence in financial reporting for and compliance with GAAP and OMB Circular guidelines
- Ability to develop and analyze basic Profit and Loss and Balance Sheet Statements and other financial reports
- Experience with MIP accounting software or working with a robust accounting software package
- Ability to articulate complex situations to audiences with varying degrees of financial sophistication
- Ability to understand and comply with programmatic and funding regulations

Work Style

- Experience meeting tight and specific deadlines in a fast paced environment
- Ability to manage multiple projects
- Proven ability to exercise effective, independent judgment
- Experience managing staff
- Well organized and number and detail-oriented
- Strong written and verbal communication skills
- Must possess strong problem-solving and critical thinking skills
- Consistently demonstrate a high level of professionalism and take pride in doing excellent work
- Proficient in Word and Excel
- Must be prepared to take a basic accounting skills test

Competitive salary and benefits package. Please send resume, cover letter and salary requirements to Shannon Miller at smiller@cpwdc.org. Applications accepted until position filled.

The office is in Lewisburg, Pennsylvania. This is NOT a telecommute position.