



EMPLOYMENT OPPORTUNITY

POSITION: Accountant/General Ledger
LOCATION: Salinas
SALARY: \$19.82 - \$24.55 per hour
SCHEDULE: Fulltime + Benefits
APPLY BY: January 15th 2015
APPLY TO: Jim Barnes/CFO at jbarnes@sunstreet.org
Fax: (831) 753-6005

MINIMUM QUALIFICATIONS

Degree in Finance or Accounting preferred. Three to five years' work experience in general ledger closings, preparing large budgets and preparation of financial statements and analytical reports, or an approved combination of education and relevant work experience. Previous experience working in the finance department of a nonprofit business a plus.

DESCRIPTION

Work as part of the administrative team for a County-wide nonprofit organization supporting the prevention, education, treatment and recovery of individuals and families suffering from alcoholism or drug addiction. Working under the CFO and alongside payroll, accounts payable, and data management staff, this position is responsible for all general ledger entries and monthly closing, monthly financial reports, assisting with development of annual budget and assisting with accounts receivable. Knowledge of Sage/MIP Software.

NOTE: Employees will be required to be fingerprinted and will be subject to clearance by the Department of Justice.

Posted: 1/5/15

An Equal Opportunity/Affirmative Action Employer

Racial/ethnic minorities, women, people with disabilities, Vietnam veterans, and people in Recovery are encouraged to apply for all positions