



Big Bend Homeless Coalition

2729 West Pensacola Street
Tallahassee, Florida 32304
Phone: (850) 576-5566 Fax: (850) 577-0586

JOB ANNOUNCEMENT DIRECTOR OF FINANCE AND ADMINISTRATION

The Big Bend Homeless Coalition is seeking an experienced leader to serve as Director of Finance and Administration for the agency.

Position overview:

The Director of Finance and Administration is the financial and administrative officer in the agency, and works under the direction of the Executive Director. The Director of Finance and Administration ensures that financial policies, procedures, and records comply with audit requirements and sound financial practices. The Director of Finance and Administration is responsible for agency accounting, human resources, office administration, grants management and reporting, and safeguarding the agency's assets.

Qualifications and skills required:

- Bachelor's degree and at least three years accounting experience, including experience in nonprofits and grants management. Professional licensure preferred. Must meet bonding requirements.
- Excellent skills in accounting, including: nonprofit accounting; grants accounting and reporting; payroll and related filings; payables and disbursements.
- Excellent interpersonal and team-building skills.
- Excellent written and verbal communication skills.
- Excellent skills in accounting software (QuickBooks preferred), Microsoft Word, Office, Excel, and Internet.
- Commitment to fostering professional working relationships with colleagues and clients.
- Must be able to work independently in a busy environment, and sit and use computer for extended periods of time.
- Commitment to the mission and values of the Big Bend Homeless Coalition.

To apply, please email resume and cover letter to Susan Pourciau at:

spourciau@bigbendhc.org

This position closes July 30, 2010.

Our mission is to end homelessness in the Big Bend through leadership, education, advocacy, and the provision of quality services.

