



2729 West Pensacola Street  
Tallahassee, FL 32304  
[www.bigbendhc.org](http://www.bigbendhc.org)

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### **POSITION AVAILABLE: DIRECTOR OF FINANCE AND ADMINISTRATION**

The Big Bend Homeless Coalition is seeking an experienced leader to serve as Director of Finance and Administration. The Homeless Coalition is a dynamic, growing, and mission-focused nonprofit organization working to end homelessness in Florida's Big Bend area. The Finance Director plays a key role in empowering the agency to work toward our mission. This is a rewarding and demanding position that will change your life.

#### **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. She or he is responsible for all agency accounting, human resources, grants management, 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 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.
- 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, email resume and cover letter to: [bbhcsearchcommittee@gmail.com](mailto:bbhcsearchcommittee@gmail.com)**

**This position closes March 18, 2011.**

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