



MANAGER OF ACCOUNTING

Job Requisition # **21-0057**
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours per Week: **40**
Status: **FT (1.0 FTE)**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 50 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care. CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer.

Position Purpose:

Responsible for ensuring the integrity of accounting data and for the daily accounting operations including, but not limited to, general ledger, payroll processing, accounts payable and cash accounts. In addition to the fundamental financial responsibilities, this position is responsible for staff management and team development.

Basic Qualifications:

Education and Experience

- Bachelor's degree in Accounting / Finance.
- Minimum of three years' experience in Accounting, nonprofit setting strongly preferred.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles and practices.
- Ability to analyze, evaluate and reconcile financial data and report results with extensive accuracy.
- Strong mathematic and analytical skills.
- Knowledge of business and management principles involved in planning, resource allocation, and coordination of resources.
- Ability to work collaboratively across departmental functions.
- Demonstrated ability to form, lead and develop high-performing teams.
- Ability to quickly identify problems and implement solutions.
- Ability to navigate and reprioritize tasks and goals to meet established deadlines.
- Ability to think critically and approach challenges with alternative solutions to achieve both team and organizational success.
- Strong written and verbal communications skills.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org
The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available