



Supporting Individuals with Disabilities
SINCE 1954

EMPLOYMENT OPPORTUNITY

POSITION TITLE:	Finance Director
REPORTS TO:	Executive Director
MINIMUM REQUIREMENTS:	Graduation from an accredited four-year college or university with a degree in Business Administration, major course work in accounting or finance, and two years of professional financial or accounting experience; or equivalent training and experience. Intermediate user skills with Microsoft Office Applications including Access, Excel and Word required. Data Pro Infinity experience preferred. 10 key calculator and typewriter experience. Attention to detail and strong analytical skills. Valid Florida Driver's License and proof of insurance required.
RESPONSIBILITIES:	<p>Manages LARC's fiscal functions. Provides support to the Executive Director and others regarding all aspects of LARC's fiscal functions.</p> <p>Applies accounting principles and techniques to systematically record, present and interpret financial data. Ensures financials are maintained and accurate. Provides oversight of financial information to include accounts receivable, accounts payable, payroll, cash receipts and cash disbursements.</p> <p>Prepares LARC's operating budgets, assists with grants, financial analysis and handles pre-auditing functions.</p> <p>Maintains a complete and detailed record of LARC's property and fixed assets, including depreciation schedules.</p> <p>Facilitates and coordinates management of LARC's computer functions.</p> <p>Participates in the management of LARC, Inc. through coordination of work with the other members of LARC.</p> <p>Works with the Executive Director and Admin & HR Supervisor with acquisition, maintenance and renewal of insurance coverage.</p> <p>Manages administrative accounting office. Performs other related duties as required. Supervises two employees in the Accounting Department and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. This includes interviewing, hiring, training, assigning work, appraising performance, and handling discipline and problem resolution.</p>
SALARY RANGE:	\$85,000 - \$98,000
CLOSING DATE:	
BACKGROUND SCREENING:	Level II, local law, fiduciary and driver license background screening
TO APPLY:	EMAIL resume or letter to angelakatz@larcleecounty.org FAX to (239) 334-1736 Attention: Angela Katz

An Equal Opportunity Employer/Affirmative Action Employer

www.larcleecounty.org