

JOB DESCRIPTION

JOB TITLE: Associate II, Accounting
DIVISION: Finance & Human Resources
DEPARTMENT: Accounting
DIRECT SUPERVISOR: Director,
Accounting

OFFICE LOCATION: Chapel Hill
SERVICE AREA: CH/ Durham/Wake
CLASSIFICATION: Non-exempt
HOURS PER WEEK: 20

JOB SUMMARY:

Prepares and maintains accurate and up-to-date CCSA financial records and accounts.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Computer experience; knowledge of or demonstrated ability to learn FileMaker Pro
- Attention to detail with ability to accurately handle large volume of administrative work

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's degree in Accounting, or a business related major, or an Associate's degree in Business or Accounting with extensive experience
- Two years of accounting experience, and experience with computerized accounting, preferably Microsoft Great Plains Dynamics
- Computer literacy using Microsoft Excel and Word

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion.
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect.
- May require need for flexible schedules, including occasional evening and weekend work.
- May work in shared space.

Please submit cover letter and resume to hr@childcareservices.org

TYPICAL HIRING RANGE: \$28,080 - \$32,292

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

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