



PART-TIME FINANCE DIRECTOR

The Center for Children's Advocacy (CCA), a non-profit organization dedicated to fighting for the legal rights of Connecticut's most vulnerable children, seeks a part-time (15-18 hrs/week) Finance Director. To learn more about the Center for Children's Advocacy, please visit CCA's website at cca-ct.org.

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Executive Director

Martha Stone, JD

Mailing Address
65 Elizabeth Street
Hartford, CT 06105

2074 Park Street
Hartford, CT 06106
860-570-5327

211 State Street
Bridgeport, CT 06604
203-335-0719

CCA at Yale New Haven Hospital
203-688-0113

CCA at CT Children's Medical Center
860-545-8581

cca-ct.org

CCA is committed to the principles of equity, diversity and inclusion and to providing employees with a work environment free of discrimination and harassment. CCA is also committed to advancing racial justice, cultural competence and anti-racism practices and policies internally as well as in the communities we serve.

Position Description:

This position is responsible for all accounting and financial functions including accounting for cash receipts and disbursements, payroll processing, bank reconciliations, general ledger review and financial statement preparation. The position is also responsible for working with the Executive Director to prepare the annual organizational budget, budget vs. actual reporting, cash flow analysis and income and expense allocations. The position is responsible for annual audit preparation and financial statements, representation at the annual outside audit, and review of subsequent audit reports and Federal tax and State regulatory filings. This position reports directly to the Executive Director, and works with the Deputy Director to provide reporting for and attends quarterly Finance committee meetings.

Minimum Qualifications:

A four-year bachelor's degree or higher in accounting or finance. Three or more years of non-profit accounting and financial experience. Experience in Quickbooks and proficiency in Excel are required. Candidate must also be familiar with bank fraud prevention services including "positive pay" (or similar programs) for disbursement of organizational expenditures.

Compensation:

Salary is \$45 to \$50/hr, commensurate with experience.

Application Process:

A cover letter, resume and professional references should be sent to Martha Stone at Mstone@cca-ct.org. Position will remain open until filled.

CCA is An Affirmative Action/Equal Opportunity Employer

Fighting for the legal rights of Connecticut's most vulnerable children