

Job Opening at Centre Safe

Bookkeeper/Staff Accountant

Full-time or part-time position available \$33,000 to \$40,000 per year

Successful candidate will be responsible for providing financial services for the completion of essential financial operating functions of Centre Safe. These functions include all payroll processing and processing of accounts payable. In addition, this position assists in maintaining a cash receipts and cash disbursements journal, performing bank and credit card reconciliations, and completing all necessary allocations for individual restricted fund accounting. Helps maintain budgets and helps prepare for the annual audit and any on-site reviews.

Qualifications:

- Associate degree preferred, and 2 years of experience in bookkeeping or accounting required. Experience with non-profit and fund accounting is preferred.
- Must obtain and maintain, required criminal history, child abuse, and FBI clearances.
- Must successfully complete the Centre Safe Counselor Advocate Training Program.
- Computer proficiency
- Must be organized and detail oriented.

Full job description available.

To be considered for employment, please submit resume, cover letter, and three references to:

Centre Safe
Hiring Committee
140 W. Nittany Ave.
State College, PA 16801

or employment@centresafe.org

Resumes will be accepted until the position is filled.

Review of resumes will begin immediately. Incomplete submissions may not be considered.

Centre Safe is an Equal Opportunity Employer and is committed to the development of a diverse workplace.