



# SUPPORT FOR FAMILIES OF CHILDREN WITH DISABILITIES

A support and resource organization providing services for families of children with disabilities

SUPPORT FOR FAMILIES is a non-profit organization that offers parent-to-parent support to families who have children with disabilities, and information and educational services to families and the professionals who work with them. Support for Families is the fiscal agent for HRIIC.

## Job Announcement

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**Position:** Accountant

**Hours:** Full Time

**Compensation:** Salary DOE and Health Benefits

**Position Available:** Now

**Job Location:** 1663 Mission Street

**Description:** The accountant ensures compliance with Generally Accepted Accounting Principles and the organization's policies and procedures for performing daily bookkeeping and accounting duties. Responsibilities of the position include but are not limited to: billing, invoicing, Accounts Payables, tracking receivables, making and recording deposits, bank reconciliations, payroll, and general bookkeeping; Also, the accountant assists to prepare cost allocations, expenditure reports, financial statements, and budgets and revisions for grants and contracts as well as budgets for the organizational programs.

**Qualifications:** Required qualifications: College degree in accounting or business related field; at least 2 years' experience in accounting; computer proficiency in Microsoft Office especially with Excel; strong QuickBooks experience; excellent interpersonal skills and communication skills (both verbal and written) as well as proven organizational skills; and be good team player and be able to maintain effective working relationships. Must have excellent references from past supervisors.

**Please send cover letter and resume to:** [jobs@supportforfamilies.org](mailto:jobs@supportforfamilies.org)

**PLEASE no calls or faxes.**

Support for Families is an equal opportunity employer. Qualified women, racial and ethnic minorities, persons with disabilities, parents of children with disabilities, and gays and lesbians are encouraged to apply.