

December 13, 2018

AVAILABLE POSITION

POSITION: Finance Director

HOURS: Between 8:00 AM and 4:00 PM Monday through Friday
(Minimum 40 hours/week)

Duties include but are not limited to maintaining general ledger, reconciling bank accounts, compiling revenue and expenditure reports, administering employee payroll, preparation of withholding and other tax reports and processing accounts payable/receivable. Also responsible for consulting with executive director to prepare annual budgets and present quarterly financial statements to board of directors.

Bachelor's Degree or 3-5 years related experience or training or equivalent combination of education and experience needed.

Benefits Include: Competitive salary, Health and Dental Insurance, 401-K, Paid Time Off, Paid Holidays

If interested, submit resume to rutherfordlifeservices@gmail.com