

# Join the team at Tri County Community Action as our Director of Finance!

## Description:

We are looking for a dependable and experienced professional to come on board to handle the financial operations of the company and its subsidiary. You'll need a high degree of accountability, the ability to problem solve, strong attention to detail, and a driving desire to make a difference in the lives of low-income families and individuals throughout all three counties.

## Responsibilities:

Manages the financial activities of the organization in accordance with approved policies, goals and objectives established by the Executive Director. Ensures the achievement of short and long range goals for operations, human resources, financial performance and growth.

Plans and directs financial controls, budgeting, and financial reporting. This includes monitoring and maintaining all financial information.

Oversee employee benefit plans, with particular emphasis on compliance and reporting.

Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.

Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.

Will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: finance, business planning and budgeting, and human resources.

## Qualifications:

Four year college or university program certificate and five years demonstrated and directly related experience and/or training; or equivalent combination of education and experience.

Nonprofit and accounting of federal funds experience is required. Must be proficient in QuickBooks.

## Interested in Joining our Team?

**Send us your resume and cover letter:**

Tri County Community Action c/o Human Resources  
1514 Derry Street, Harrisburg, Pennsylvania 17104  
or via e-mail: [Careers@cactricounty.org](mailto:Careers@cactricounty.org)

**This role offers a starting salary of \$60,000 plus a generous benefits package.**

