



THE SOUTH ATLANTIC CENTER FOR VETERANS EDUCATION AND TRAINING, INC.

POSITION: DIRECTOR OF FIN/ADMIN

OPEN DATE: 1 DEC 2010

CLOSING DATE: OPEN UNTIL FILLED

FEDERAL CONTRACTOR: NO **TYPE OF BUSINESS:** NON-PROFIT

MAILING ADDRESS: P. O. BOX 5051, COLUMBUS, GEORGIA 31906

CONTACT PHONE #: 706-593-3393 **E-MAIL:** AHARRISON@GCVRET.ORG

JOB LOCATION: CUTHBERT, GEORGIA **PUBLIC TRANSPORTATION AVAILABLE:** NO

TESTING REQUIREMENTS: Drug, Alcohol, Background, Credit

EDUCATION: B.S. /B.A., M.A.

TEMP – TO-PERM: **Work Hours:** 8

NUMBER OF OPENINGS AVAILABLE: 1

GENERAL RESPONSIBILITIES:

Director of Finance & Administration administers all fiscal and personnel matters: the ledger, payroll, benefits, taxes, etc. Maintains and updates the Employee Manual. Generally, assures the smooth financial operation of the Center, including the annual audit.

DUTIES AND RESPONSIBILITIES:

1. Personnel - Develops job descriptions, advertises and helps interview new employees. Explains employee policies to new hires. Arranges payroll and benefits. Maintains all appropriate and required records.
2. Resident Services - Supervises all billing and paying. Helps provide orientation to volunteers. Supervises any subcontracts or service contractors.
3. Fiscal Management - Maintains the books, including bank statements, budget reports, etc. Develops internal safeguards and systems of accountability. Assists in preparing financial statements for the Board. Cooperates in fundraising activities.
4. Completes other duties as assigned.

QUALIFICATIONS:

Degree from a four-year college in Accounting, Business Administration or related field. Master's degree preferred. 3-5 years experience working with not-for-profit organizations. Broad, general experience in personnel, office procedures, etc. Strong analytical skills. **Veteran preferred**