

Fund Accountant

This person will assist the Director of Finance in maintaining all financial records, managing the multi-fund accounting system (**SAGE/MIP**) as well as assisting with the preparation of the annual budget and monthly financial statements. The duties will include supervising all Accounting Systems, preparing and consolidating financial statements, advising on budgetary and financial management, and participating in development of internal administration policies and procedures.

Excellent oral and written communication skills are essential.

Qualified candidates will have excellent mathematical aptitude and advanced Microsoft Word and Excel skills.

Minimum requirements include a Bachelor degree in Accounting/Finance or related field: 3-5 years accounting experience in a government, fund or public accounting environment with knowledge of computerized government fund accounting systems.

- **Knowledge of Capital Budgeting**
- **Knowledge of Fund Accounting**
- **Efficient/Proficient knowledge of SAGE/MIP a must**

Starting salary will be determined based on the successful candidate's qualifications.