

The Women's Center, Inc.

**Position Description:** Director of Finance

This is a non-exempt full-time position with hours defined as 40 hours per week with the primary function being to assist the Executive Director in the provision of agency planning, management and evaluation. The Director of Finance is responsible to assist the Executive Director in the administration of all fiscal, personnel, community and public relations, in accordance with regulations, policies and procedures as established by the Board of Directors and through the exercise of initiative and independent judgment.

Job responsibilities include but are not limited to:

- Accounts payable, accounts receivable, payroll preparation
- Ensure agency meets requirements of grants and contracts
- Develop and maintain financial statements
- Maintain fiscal operations in accordance with standard accounting procedures
- Prepare and maintain budgets
- Supervision of other agency personnel

**Qualifications:** Advanced degree in Accounting, Finance, Management, or a related field of study; or a Bachelor's Degree in related field and two years related experience; or six years relevant experience. Candidates must possess excellent communication skills and supervisory ability.

Send Resumes to:

The Women's Center, Inc.  
Attn: Deputy Director  
111 N. Market Street  
Bloomsburg PA 17815  
[Womenctr1@verizon.net](mailto:Womenctr1@verizon.net)

EOE victims of domestic violence/sexual assault are encouraged to apply