

Community Action Kentucky – Finance Director



We're Hiring! Community Action Kentucky is looking for qualified individuals to join our team and make a difference for Kentucky.

We're interested in people who:

- Understand that team success is their success.
- Embrace the use of technology and data to innovate and drive performance.
- Enjoy solving problems and are driven to continuously improve.
- Love learning new things and enjoy sharing their knowledge with others.

Examples of Duties:

- Develops and maintains the trust, confidence and a positive working relationship with the Executive Director, the CAK Board of Directors, CAK staff, government agencies, funders and stakeholders.
- Processes AR/AP, Payroll, Employee benefits, insurance, investments and other transactions.
- Maintain, monitor and enforce CAK's internal controls, policies and procedures.
- Follow Generally Accepted Accounting Principles (GAAP), and other guidance as necessary.
- Monitors and reports on the financial operations and condition of the organization.
- Optimizes the use of financial resources and assets, assess and minimize risks.
- Creates, monitors and updates organizational strategies, forecasts and budgets.

Job Requirements:

- Bachelor's or higher degree in Accounting or related field. CPA desirable.
- 3 or more years of experience in duties related to those listed above.
- Demonstrate the highest degree of dedication to accuracy and completeness.
- Adherence to policies, procedures and regulations.
- The ability to think independently, solve problems, organize tasks, and efficiently handle multiple assignments at once with little supervision.
- Demonstrate the ability to effectively communicate financial information verbally and in writing.
- Embrace the use technology to effectively and efficiently carry out duties and objectives.

About CAK:

CAK is the State Association for Kentucky's 23 Community Action Agencies. We offer participation in the KRS/CERS retirement plan, health insurance and other benefits to eligible employees.

As a 501(c)(3), employees may be eligible to participate in the Public Service Loan Forgiveness (PSLF) program for student loans.

Open to flexible schedules and working arrangements.

Website: www.capky.org

Apply by sending a resume to: Finance2020@capky.org