

## **HUBBARD HOUSE, INC FINANCE ASSOCIATE**

### **WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

A.S./A.A. in accounting or finance preferred with a minimum of two years bookkeeping experience with computerized accounting system and at least one year of full-cycle payroll experience preferred. Paychex, ADP, Paylocity, Paycor, etc. payroll systems preferred. Experience in Microsoft Office (or equivalent) and data entry. A valid driver's license and dependable transportation required. Vehicle insurance must be maintained. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage.

### **JOB SUMMARY:**

The Finance Associate will assist the Chief Financial Officer in a timely and accurate manner with accounting functions to include purchasing, accounts payable, accounts receivable and journal entries and payroll. Position works closely with Human Resources.

### **KNOWLEDGE AND SKILLS:**

Position requires an organized, detail-oriented individual possessing strong accounting and analytical skills. Position also requires a good understanding of bookkeeping, purchasing and accounts payable procedures. The individual must possess an ability to resolve routine vendor/supplier disputes. Position requires good written/oral communication skills.

Qualified candidates only are encouraged to apply by completing an online application through our website at [www.hubbardhouse.org/careers](http://www.hubbardhouse.org/careers) and attaching a current resume. Serious inquiries only. No phone calls please. EOE.