

American Red Cross

Upstate New York Processing Center

JOB POSTING

DATE OPENED: February 1, 2010

DEPARTMENT: Finance – Upstate New York Processing Center

POSITION TITLE: **Supervising Accountant**

JOB DESCRIPTION: Responsible for accounting function for the Upstate New York chapters of the American Red Cross. Supervises accountants and performs all general accounting functions for selected chapters including maintenance of general ledger, bank reconciliations, account analysis and reconciliations, monthly closings, assistance with annual budget, preparation of monthly financial statements, and other duties as assigned. Supports audit process. Provides technical support and guidance to staff accountants.

QUALIFICATIONS: Bachelors degree in Business Administration, Accounting or related field or equivalent combination of education and experience. 5-6 years related accounting experience is required. CPA license preferred. Must have supervisory experience. Proficiency in Microsoft Excel is essential. Must have experience with processing transactions using a computerized financial reporting system. Strong organizational and analytical skills are necessary. Experience with non-profit organization desirable. Must be tactful, courteous, and comfortable in dealing with internal and external customers.

LOCATION: Rochester

WORK HOURS: 40 hours per week

STARTING SALARY

RANGE: \$50,000 to \$55,000 per year

CLOSING DATE FOR APPLICATIONS: February 15, 2010

SEND RESUMES AND

APPLICATIONS TO:

Email resumes to hr@grcarc.org

Complete application online at

<http://www.rochesterredcross.org/Employment/tabid/106/Default.aspx>

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AN EQUAL OPPORTUNITY EMPLOYER

The Rochester Chapter of the American Red Cross is committed to being the premiere inclusive and diverse nonprofit organization where people want to partner, work, volunteer, and access services.