



345 West 14th Street
Holland, Michigan 49423
Telephone: 616.392.3268
Fax: 616.392.2466
www.communityactionhouse.org

Experience a multi-faceted, community-based career where your experience and talents can support and empower local families. Look forward to coming to work each day as an essential part of programs that touch thousands of families each year, tackling hunger, homelessness, and unemployment. This is satisfying and challenging work that makes a real difference in people's lives.

Community Action House is seeking a full-time **Finance & HR Director** committed to helping people achieve prosperous, empowered lives.

Responsibilities include:

The Finance & HR Director is responsible for performing all of Community Action House's accounting functions, in compliance with all GAAP guidelines. S/he will analyze and present financial reports in an accurate and timely manner; develop and manage the agency budget; and work closely with the agency's audit firm to ensure the successful completion of an annual audit. This position guides and manages the overall provision of Human Resources services, policies, and programs for the entire company, including recruiting and staffing; performance management; employee orientation; and policy development and documentation; and employee relations. The person in this role will provide leadership as a key member of the administrative team.

Qualifications:

- 3-5 years of comprehensive accounting experience, non-profit experience preferred
- Proficient skills in QuickBooks and Excel software
- Experience with Human Resource laws and procedures
- Bachelor's degree required

Salary:

\$48,000 to \$52,000/year plus competitive benefits

To apply, please send a letter of interest and a resume to Kim Squiers, Executive Director at ksquiers@communityactionhouse.org by August 8, 2017.

Community Action House is an Equal Opportunity Employer.