



Position Announcement ACCOUNTING ASSISTANT

Maine Children's Trust (MCT) is a statewide organization based in Augusta that prioritizes family and child well-being. We believe that supportive communities and strong families prevent child abuse and neglect. For 30 years, we have lead child abuse prevention efforts in Maine and are looking for a dedicated family services professional who brings expertise, technical skill, and passion that will enhance, support, and drive future efforts for programming all over the state.

Overview:

Maine Children's Trust is seeking a highly competent person with strong accounting skills and experience in the nonprofit sector to join the administrative team at the Maine Children's Trust. As Accounting Assistant and member of the financial team, you will utilize your skills and experience to support our mission to strengthen families, promote healthy relationships, and support communities to prevent child abuse and neglect. This position will assist the Finance & Operations Director in day-to-day of accounting operations to ensure the financial health of the agency.

Requirements:

- Proven experience in accounting, or a related field or equivalent job experience
- Familiarity with QuickBooks, Excel and government contracts
- Ability Learn, keep accurate records and adapt to changing state and federal regulations
- Ability to work effectively independently and as part of a team
- Ability to plan, coordinate, implement and manage multiple activities at once
- Ability to represent the Trust professionally
- Ability to review and analyze data to assist with improvement strategies
- Availability to work during typical business hours with some occasional night and weekend events
- Outstanding verbal and written communication skills
- Outstanding organization skills and follow through

Responsibilities:

The primary responsibilities of the accounting assistant will include, but are not limited to:

- Manages day-to-day QuickBooks processing general entries, A/R, A/P and payroll entries
- Monitors quarterly expenses against quarterly reports and track them in excel

- Assists Finance & Operations Director in the preparation of various financial reports to our partners and staff
- Is a team player with other administrative employees
- Cross trains with other key administrative staff for back-up/ assistance purposes
- Gathers necessary account information and documents to assist outside auditors with annual audit
- As directed reviews and files quarterly and yearend reports with federal & state government entities
- Maintains knowledge of acceptable accounting practices and procedures
- Performs other related duties as assigned

The ideal candidate will have strong organizational skills to manage daily accounting responsibilities with proven experience in bookkeeping, outstanding verbal and written communication skills and an associate's degree in accounting or related field is strongly preferred. The ideal candidate will also have a willingness to jump in and support other staff and initiatives for the overall success of the agency. A minimum of three years of experience in financial management and/or bookkeeping is required. This position is a full-time contract-funded position based in Augusta and comes with some opportunity to work remotely. The salary band range for this position type is \$43,680-\$54,080.

Maine Children's Trust is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, gender, national origin, ancestry, age, physical or mental disability, or sexual orientation.

To Apply: For interested and qualified applicants, please send a *letter of interest, along with a resume and contact information for three professional references to info@mechildrenstrust.org.*