JOB ANNOUNCEMENT
**FINANCE SPECIALIST**

**PURPOSE:**
 Under the general supervision of the Finance Director, performs a range of fiscal functions regarding accounts payable, payroll and accounts receivables functions. Duties will vary among the essential functions depending upon work priorities as established by supervisor.

**QUALIFICATIONS:**
 A typical way to obtain the knowledge and skills required is an AA degree with course work in accounting and two years of bookkeeping experience, or three years of progressively responsible fiscal experience, preferably in a nonprofit agency, school district or governmental entity.

**REQUIREMENTS:**
 • Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level
 • Must possess a valid California driver’s license, current automobile insurance and a vehicle for work
 • Flexibility to work occasionally during the evenings, weekends or early mornings.
 • Word processing speed of at least 80 wpm from printed copy.

**WAGE:** $17.73 per hour. Stipend for qualified bilingual candidates (English/Spanish)

**BENEFITS:** Benefits per current Personnel Policies include:

Paid sick and vacation days, 13 paid holidays

Health, vision, life, and dental insurance

 401(k) Retirement Plan

**APPLICATION PROCEDURE:** Submit a letter of interest, resume, and completed job application via

Email to nprato@changingtidesfs.org or via U.S. mail to:

Nanda Prato, Human Resource Director

Changing Tides Family Services

2259 Myrtle Avenue

Eureka, CA 95501

Job description and job application available at [www.changingtidesfs.org](http://www.changingtidesfs.org)

**APPLICATION DEADLINE: Open Until Filled.**

*Changing Tides Family Services is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability, or on any other inappropriate basis in its processes of recruitment, selection, promotion, or other conditions of employment.*