

Job Description
Accounting Assistant – Full Time Position
Child Health and Development Institute of Connecticut, Inc.

Introduction

The Child Health and Development Institute of Connecticut, an independent non-profit organization, seeks a Full-time Accounting Assistant. The Accounting Assistant will report to the Institute's VP for Finance and Operations and support the Institute's senior program staff working to insure that children in Connecticut who are disadvantaged will have access to and make use of a comprehensive, effective, community-based health and mental health care system.

Job Responsibilities

Accounting Assistant

- Provide support to the VP for Finance and Operations and work in coordination with the Office Manager and Contract Specialist
- Assist in tracking revenue and expenses according to funding source and program
- Record cash receipts
- Process accounts payable
- Assist in processing payroll
- Assist in allocating payroll activity across program cost centers
- Assist in the monitoring of budgets
- Assist with special projects

Job Qualifications

- 5+ years experience in an office setting
- Experience using QuickBooks accounting software
- Proficient in Excel
- Ability to work at a high level of accuracy with attention to detail

The ideal candidate will have a Bachelor's degree or training in accounting, business or related field. Personal characteristics desired include effective communication skills, ability to work cooperatively and effectively with others, good organizational skills and the ability to work independently.

Salary

This is a full time position for 40 hours per week with some flexibility in the work schedule. The compensation range for this position is \$24 to \$26 per hour based on the qualifications of the candidate. A generous benefit package is provided.

**Organization**

CHDI is an independent, non-profit subsidiary of the Children's Fund of Connecticut, established in 1992. Working in partnership with state and regional agencies, hospitals, universities, and other organizations, we combine direct funding with research, policy analysis, advocacy, and technical assistance.

Applications

Child Health & Development Institute of CT, Inc. requires applicants to have current legal authorization to work in the United States and the company does not sponsor applicants for work visas.

The Child Health and Development Institute of Connecticut, Inc. (CHDI) is an equal opportunity employer and acknowledges this in its solicitations or advertisements for employees. It is our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment, including recruiting, hiring, training, selection, promotion, development, compensation, and the terms, privileges, and conditions of employment.

Submit resume and cover letter by November 22nd via email to Paul Suter psuter@uchc.edu.