

CHIEF FINANCIAL OFFICER POSITION

Centre Safe is seeking to employ a highly qualified candidate for the position of Chief Financial Officer. In doing so, Centre Safe is partnering with The HR Office, Inc., a State College, PA recruiting firm, to assist it with this initiative.

The HR Office, Inc., on behalf of Centre Safe, is seeking applications for the position of Chief Financial Officer from individuals with broad practical experience in non-profit accounting, grant administration and office and facilities administration.

The Chief Financial Officer reports to the Centre Safe Executive Director.

Position Summary

The successful candidate will be responsible for overall financial functions of Centre Safe, including financial reporting, financial planning and controls, grant administration, technology systems and physical facilities.

In addition, Centre Safe is seeking a person with excellent oral and written communication skills and high emotional intelligence.

Additional specific qualifications include:

- Bachelor's degree in Accounting is required.
- Minimum of 5 years successful experience in non-profit accounting and grant administration.

Centre Safe seeks a candidate who values and prioritizes diversity. Top candidates will understand, accept, and value differences between people of different races, ethnicities, genders, ages, religions, disabilities, and sexual orientations, as well as differences in personalities, skill sets, experiences, and knowledge bases.

For those candidates interested in the position, please submit to the HR Office, Inc. your resume and your cover letter of introduction and explanation why you are interested in the position. Please send these documents to jobs@thehrofficeinc.com.