

## Job Opportunity at Centre Safe

### Bookkeeper Staff Accountant

Full-time, exempt position, \$16.00 - \$22.00 per hour (based on experience) + excellent benefits

Provide financial services for the completion of essential financial operating functions of Centre Safe including: payroll, accounts payable, audit preparation, and bank reconciliations.

Primary responsibilities will include:

- Prepare payroll biweekly and maintain individual employee payroll ledgers and payroll journals
- Assist in the preparation of budgets and financial information for audits
- Maintains cash receipts and cash disbursements journal
- Manages the processing of accounts payable

Successful candidate will have:

- Bachelor's Degree or Associate degree and 2 years of experience in accounting required
- Experience with non-profit and fund accounting is preferred
- Must successfully complete the Centre Safe Counselor/Advocate Training post-employment
- Ability to interact professionally with diverse groups of individuals
- Computer proficiency at an intermediate level including the ability to conduct website searches, navigate through programs and multiple screens, perform data entry, and use common word processing, email, calendar, spreadsheet programs (Microsoft Office programs preferred), and accounting software

To be considered for employment, please submit resume, cover letter, and three references to:

Centre Safe  
Hiring Committee  
140 W. Nittany Ave.  
State College, PA 16801

or [employment@centresafe.org](mailto:employment@centresafe.org)

Incomplete submissions may not be considered. Review of resumes will begin immediately. Resumes will be accepted until **June 20, 2022** or until the position is filled.

Centre Safe is an Equal Opportunity Employer and is committed to the development of a diverse workplace.