

## **Job Opening at Centre Safe**

### **Staff Accountant**

Full-time, non-exempt position, \$16 to \$22 per hour (based on experience) + excellent benefits

Successful candidate will be responsible for providing financial services for the completion of essential financial operating functions of Centre Safe. These functions include all payroll processing and processing of accounts payable. In addition, this position maintains a cash receipts and cash disbursements journal, performs bank and credit card reconciliations, and completes all necessary allocations for individual restricted fund accounting. Helps maintain budgets and helps prepare for the annual audit and any on-site reviews

#### **Qualifications:**

- Bachelor's Degree or Associate's Degree, and 2 years of experience in accounting required. Experience with non-profit and fund accounting is preferred.
- Must obtain and maintain, required Criminal History, Child Abuse, and FBI clearances.
- Must successfully complete the Centre Safe Volunteer Counselor Advocate Training Program.
- Computer proficiency
- Must be organized and detail-oriented
- COVID-19 vaccination (or willingness to obtain vaccine) is a condition of employment

Full job description available.

**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)

Resumes will be accepted until **November 13** or until the position is filled.

Review of resumes will begin immediately. Incomplete submissions may not be considered.

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