



The mission of the Kansas Civic Network is to create an equal, respectful, and robust environment that will promote civic engagement and create dialogue about the issues currently facing communities in Kansas and beyond.

Position Title: Chief Accounting Officer

Location: Kansas

Hours and Compensation: Time commitment is completely flexible and it is intentionally set up to work with school schedules and other commitments. Unfortunately, it will be unpaid.

Application Deadline: Not listed.

Job Description:

We are seeking a highly-skilled, experienced chief accounting officer to join our growing organization. In this position, you will coordinate and supervise the accounting department, delegating work and ensuring the staff follows all current laws and company procedures. You must be able to take large amounts of accounting information, analyze results, and make changes where necessary to benefit the organization.

Duties and Responsibilities Include:

- Report directly to the Executive Director
- Recruit, manage, and oversee all accounting departments; work with other accounting managers
- Create accounting strategies to maximize profits
- Manage payroll and taxes
- Regularly examine financial statements and ensure they are accurate and free of any errors
- Organize and update financial records; monitor all bookkeeping
- Analyze accounts and suggest improvements to reduce costs and increase profits
- Make sure all financial data adheres to current tax laws and regulations
- Keep company accounts information confidential
- Stay abreast of industry changes and current tax/accounting laws
- Prepare, manage and present monthly reports
- Act as a liaison to outside auditors
- Represent the accounting department at board meetings

Qualifications and Experience:

- Bachelor's degree in accounting or finance
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.

- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Please send your **resume and dates/times of availability** to the Executive Director, Andres Mata at andres.mata@kscivicnetwork.org

www.kscivicnetwork.org