



Employment Opportunity: **Financial Assistant**

If you think you will enjoy a variety of tasks that support financial operations, have a strong commitment to accuracy, have a willingness to focus on the details and completeness of processes, and want to contribute to a high-functioning, fast-paced non-profit team - then check out the *NEW* Financial Assistant position at Child Care Aware of Kansas!

Key responsibilities of the Financial Assistant include:

- Performing day-to-day accounting functions in accordance with generally accepted accounting principles and financial management processes.
- General Ledger Accounting, Accounts Payable and Accounts Receivable.
- Maintaining financial records, with strict attention to detail.
- Reconciliation of accounts.
- Other duties include completing financial reports, communicating regularly about financial policies and procedures, and supporting a comprehensive grant program.

For almost 30 years, Child Care Aware of Kansas has been working hard to develop programming and build systems that support young children, families, child care providers, and communities. Each team members' workday is different and full of opportunities to contribute to our mission: *To provide statewide leadership that builds a diverse, high-quality child care system.*

This position is grant funded. As with any position, we actively work to secure continued support.

Educational requirements and experience

Associate Degree in Accounting or a related field required. Demonstrated work experience using Microsoft Excel. Knowledge of Quickbooks helpful.

Location

Salina, Kansas

Position is full-time with benefits including employee paid health, dental insurance, Cafeteria Plan, Simple IRA, vacation/sick leave, etc. Working hours are typically Monday-Friday, 8:00am-5:00pm.

To Apply

Send cover letter, including salary requirements, resume and references to:

Child Care Aware® of Kansas

Human Resources

1508 East Iron

Salina, KS 67401

Or: karar@ks.childcareaware.org

Or: Fax to - 785-823-3385

For more information, please visit our website: www.ks.childcareaware.org

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Together, we can do better. Child Care Aware of Kansas is committed to:

- *Creating a diverse environment and is proud to be an equal opportunity employer.*
- *Complying with all fair employment practices regarding citizenship and immigration status.*
- *Attracting and retaining a diverse staff – we will honor your experiences, perspectives and unique identity.*

Child Care Aware® of Kansas is a non-profit organization that serves as administrator to the statewide child care resource and referral (CCR&R) network in Kansas. The organization serves all 105 counties by:

- ensuring that **families** have access to affordable, high-quality child care across the state - through child care referrals and consumer education;
- supporting four regional CCR&Rs who work locally to support **child care providers**, programs and early learning staff - through statewide quality initiatives and professional development events;
- and being actively involved in both state and national advocacy efforts that work for positive changes that impact Kansas **communities**.