



POSITION AVAILABLE

Director of Finance

Catawba Science Center, Hickory, NC.

Full-time, exempt position. Four year degree and Minimum of two years experience in financial management required. Non-profit accounting experience desirable.

Salary range: \$35,000 - \$40,000, dependent on qualifications & experience. Benefits include major medical insurance, retirement plan with employer contribution, and more.

Major Functions:

Responsible for all financial management and recordkeeping. Supervises office support staff, and assists with HR management.

Responsibilities include:

- Cash Management
- Accounts Payable/ Accounts Receivable
- Payroll
- Coordination of Annual Budget Process
- Preparation of Monthly Financial Reports
- Oversight of key financial statistics
- Annual Audit Preparation
- Supervision of Office Support Staff
- Support for Board of Directors and Endowment Committee
- Grant Administration
- Insurance Administration
- Assistance with Human Resources Administration

How to apply: Send resume with cover letter to Human Resources, via e-mail: search@catawbascience.org, or mail: P.O. Box 2431, Hickory, NC 28603. EOE. www.catawbascience.org.

Open until filled