



## Accountant/Payment Coordinator Hancock Resource Center (HRC) – Full-Time

### What You'll Do

- Lead all finance and accounting functions: **general ledger, payroll, accounts payable, deposits, billing, reconciliations**
- Oversee financial systems and ensure data accuracy
- Assist with preparation of monthly financial statements and variance analyses for the Executive Director and Finance Committee
- Assist with annual audits
- Maintain high ethical standards and represent HRC in the broader community

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### What We're Looking For

- Bachelor's degree in Finance, Accounting, or related field
- Preferred: **3 years of nonprofit or grant-funded financial management experience**
- Knowledge of GAAP, internal controls, and audit practices
- Proficiency in Quickbooks (preferred) and advanced Excel (required)
- Strong leadership, communication, and organizational skills
- Sharp attention to detail, accuracy, and ability to manage competing deadlines

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### Why Join Us

- Salary begins at \$52,500 is set based on education, experience, and relevant certifications.
- Benefits include 100% employer paid health insurance, short and long term disability insurance, and life insurance. Employer match retirement after one year.
- Make a tangible impact driving financial leadership in a community-focused nonprofit
- Work within a supportive, values-centered environment
- Competitive compensation and benefits package
- Opportunity to shape and strengthen financial strategy as part of the leadership team

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### Apply Now

Submit your resume and a cover letter explaining your interest and fit for this role to [rrhodes@hancockhrc.org](mailto:rrhodes@hancockhrc.org).