

**COMMUNITY LAND TRUST of
PALM BEACH COUNTY (CLT of PBC)**

Position: Finance Manager
Salary: \$30/hr
Location: 2240 Palm Beach Lakes Blvd, Suite 302
West Palm Beach, Florida 33409
Up to 25 hrs a week

DEADLINE: December 16, 2011

Please note: The person selected will report directly to the CLT of PBC's Executive Director.

Resumes will be accepted by e-mail to Cindee LaCourse-Blum, Executive Director at clacourse-blum@cltofbc.org up until 5PM on Friday, December 16, 2011.

The Community Land Trust of Palm Beach County, Inc. (<http://cltofbc.org>), a 501(c)(3) non-profit affordable housing provider, is seeking an experienced finance manager with strong not for profit accounting experience. This is a part-time temporary position with potential for longer-term opportunity. The position reports to the Executive Director and is responsible for the monthly accounting for the organization.

Duties include but are not limited to:

- Accounts receivable and payable;
- Project grant expenditure tracking and preparation of grant reimbursement requests with supporting documentation;
- Daily and monthly general accounting functions: journal entries, accruals, adjustments, bank reconciliations, month-end close, financial statement preparation and monthly report to CLT Board; and
- Enter annual operating budget and monitor budget vs. actual

The minimum qualifications for this position are: A bachelor's degree in finance, accounting, economics, or business administration with non-profit accounting experience as well as a high level of competence using QuickBooks.

This is a temporary part-time position.

EEO