



July 15, 2008

JOB ANNOUNCEMENT

Organization: Urban League of Greater New Orleans
Location: 2322 Canal Street, New Orleans LA, 70119

Website: www.urbanleagueneworleans.org

JOB DESCRIPTION

Position: *V.P. Finance*

Reporting Relationship: *This position reports to the President & CEO*

Direct Reports: *1*

Position Summary

Agency seeks qualified individual to plan, organize and manage all accounting and fiscal activities including budget preparation and program invoicing. Candidate will also assist in the formulation and implementation of policies and procedures to improve operational efficiency and internal controls. The successful individual will also oversee the entire accounting function which includes payroll, accounts payable, accounts receivable, month end closing and financial statement analysis and preparation.

Qualifications:

A Bachelor's Degree in Accounting, Finance or related field with five or more years experience is required. A working knowledge of GAAP, familiarity with IRS reports, regulations and auditing standards for non-profit organizations is required. Five or more years experience in fund accounting working in a Non-Profit environment, Federal/State grant program, or college or university is preferred.

RESUMES SHOULD BE SUBMITTED ELECTRONICALLY TO: careers@ulgno.org
Or via fax to 504.620.9654. Please list up to three references with contact information (no reference letters please). No additional materials requested at this time.