**Lumbee Regional Development Association, Inc.**

**Position Opening: Finance Officer**

**General Description of Duties and Responsibilities:**

The Finance Officer is responsible for the accounting management and internal and external reporting functions of LRDA, Inc., which will include the fiscal year operating budgets, financial investments, the annual audit under the direction of the Executive Director and supervision of any accounting department staff. The Finance Officer must produce auditable records for each specific program of the agency, which meets the Generally Accepted Accounting Practices (GAAP) standards of the federal or state governments. The Finance Officer provides as needed technical assistance to Program Managers on all program budgets. This position also oversees with management all human resource matters and maintains all personnel files.

**Qualifications:**

A Bachelor’s Degree in Accounting, Finance, or Business Administration with a concentration on Finance or Accounting with at least 4-6 years of successful non-profit, public sector government, or for-profit accounting/finance experience is required. Must have applied knowledge and usage experience of modern accounting software platforms, and Cash and/or Accrual accounting processes. Ideal candidate(s) should possess some general knowledge of non-profit federal fiscal management regulations, reporting systems, and requirements, including standard audit processes, called (GAAP). LRDA reserves the right to accept a combination of successful experience, education, and length of service in accounting/finance in lieu of a formal university degree in the field.

Salary: Commensurate with experience and qualifications, with a salary range of $46,000-$56,000 with an excellent benefits package.

Submit a detailed confidential resume with a list of least (3) previous employment related references to:

James Hardin, Executive Director

LRDA, Inc.

P.O. Box 68

Pembroke, NC 28372

**Deadline to apply: Feb. 22, 5pm, 2016**

Resumes may also be submitted electronically to: jhardin@lumbee.org

LRDA is a 48 year-old agency. For more on the agency and its mission go to: [www.lumbee.org](http://www.lumbee.org)

**LRDA is an Equal Opportunity Employer**