



## **JOB ANNOUNCEMENT**

### **FISCAL DIRECTOR - (Non-Profit)**

**PROJECT GO, INC.**  
**801 Vernon Street**  
**Roseville, CA 95678**  
[projectgo@projectgoinc.org](mailto:projectgo@projectgoinc.org)

#### **Description, Compensation and Benefits:**

**Description** – The Fiscal Director is responsible for all areas relating to the finances of the organization. This includes a multitude of accounting activities comprising: preparation of general ledger, financial reporting, year-end audit preparation, budget and forecasting preparation, payroll reports, accounts payable and receivable, cost allocation and fund accounting.

**Compensation** – \$80,000.-\$120,000. annually (depending upon experience). This is an Exempt position.

**Benefits** – Beginning after 60 days of employment, a monthly “allowance” of over \$1,000. may be used to select benefits from our “menu”, including health, dental, life, accident, etc. insurances and 401-k Retirement. Depending upon tenure, 1-5 weeks of paid vacation and all employees receive 12 paid holidays.

#### **Qualifications and Job Requirements:**

Strong finance and accounting management skills; ability to design, prepare, monitor and analyze complex financial systems; thorough knowledge of practices of accounting (GAAP); solid knowledge of federal and state auditing and accounting requirements; excellent verbal and written communication skills; ability to solve puzzles and see projects through to completion; advanced proficiency in QuickBooks; additional proficiency in Microsoft Office, Excel, Google Docs and Microsoft Outlook. Bachelor’s Degree in Business Administration or related field, or a CPA License, or operational accounting experience of 10-15 years (preferably experience with a non-profit organization).

#### **About the Organization:**

Established in 1978, Project GO is the Community Action Agency for Placer County. We have four distinct departments including: Home Energy Assistance Dept. - (state, federal and utility grant funding to hire staff to install energy conservation measures, including (but not limited to) attic insulation, caulking, weatherstripping, water conservation measures, and energy efficiency testing; Utility Assistance Dept. – (state and federal grants to assist qualified clients to pay delinquent or large utility bills); Housing Dept. – (we developed, own and manage five apartment complexes that provide affordable housing for low-income seniors and families); and our Community Services Block Grant Dept. (CSBG) – (we provide grants to other non-profit organizations for services for the low-income community). For more information go to:

[www.projectgoinc.org](http://www.projectgoinc.org)

#### **Application Instructions:**

Send your resume to: [projectgo@projectgoinc.org](mailto:projectgo@projectgoinc.org) (Attn: Executive Director). PLEASE DO NOT CALL THE OFFICE TO INQUIRE ABOUT THIS POSITION.