

WANTED: A versatile ACCOUNTING SPECIALIST at ACT!

WHY WORK AT AIDS CONNECTICUT?

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS ACCOUNTING SPECIALIST?

You will do a lot! Most importantly, you will process biweekly payroll, process weekly accounts payable invoices and checks, and maintain accounts payables files and deposits binder. You will also record weekly receipts and make bank deposits and transfers.

But wait, there's more! You will assist in month-end closing tasks and answer routine questions related to financial transactions.

To grow your skills, you will assist the Accounting Manager with monthly financial grant reports and preparing for various funder and external audits.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Have advanced coursework in accounting
- Have three to five years of accounting and finance experience (equivalent combination of education and experience may be substituted)
- Are proficient with Excel and accounting software
- Have the highest regard for confidentiality
- Are able to manage multiple tasks and projects under the pressure of deadlines
- Are comfortable working in a sex positive environment where HIV/STIs, sexual behavior, and prophylaxis are routinely discussed
- Have strong interpersonal and communication skills
- Have strong organizational and time management skills
- Are able to work collaboratively and independently
- Are able to work with limited supervision (face to face and/or virtual)

BONUS POINTS IF YOU HAVE:

- Experience with Abila MIP
- Nonprofit accounting experience
- A personal connection to AIDS Connecticut



AIDS Connecticut

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WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your **thoughtful cover letter, resume, and pay requirements** to apply@aids-ct.org with "Accounting Specialist" in the subject line. Resumes received without a compelling personalized cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.