

SafeNet, an Erie, PA based non-profit organization, has an immediate opening for the newly designed position of Chief Operating Officer/Chief Financial Officer.

This position is part of the leadership team and will work closely with the CEO and program officers to develop and manage program budgets and track grant spending from the initial proposal to the final spend down reports. The officer will oversee all accounting tasks and be responsible for general ledger duties as well as month end reconciliations and reporting. Other responsibilities include providing comprehensive reports to the Board of Directors, supervising employees and analyzing financial information to strengthen the organization's financial position.

Qualifications:

Bachelor degree preferred, at least 5 years experience in a senior level finance role with multiple funding sources

Experience in grant management a must

QuickBooks proficient

Willingness to work on new tasks

Able to effectively communicate financial concepts to those who may not have a financial background

Proven record of creating budgets and monitoring actual spending

Positive attitude and outlook, ability to adapt to change and innovation

Strategic thinker who can plan small details as well as see the broad goals.

Apply online with a cover letter and resume' to djohnson@safeneterie.org or mail to CFO c/o D. Johnson 1702 French St. Erie, Pennsylvania 16501. SafeNet is an Equal Opportunity Employer.