



## Homeless Services Network of Central Florida (HSN) Job Announcement

**Position:** Senior Finance Specialist

Department: Finance  
Supervised By: Finance Manager  
Supervises: Staff Accountant  
FLSA Status: Exempt/Regular/Full-time  
Effective Date: May 2020  
Salary Scale: \$51,000 - \$56,100 annually; benefits package

### Position Summary

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Homeless Services Network (HSN) of Central Florida is committed to the vision of “Everyone making their way home.” HSN’s mission is leading the Central Florida’s community-wide effort to end homelessness through collaboration, strategy, capacity building and effective stewardship of knowledge and resources. HSN will accomplish this mission by Delivering excellence in system improvement; ensuring effective resource management; giving trustworthy expertise; while always honoring people.

The senior accountant is responsible for supporting accounting operations of the company including but not limited to maintaining accounting records with fidelity and in accordance with generally accepted accounting principles, the production of periodic financial reports, and leveraging controls and systems that mitigate risk thereby enhancing the accuracy of the company's reported financial results for the purpose of helping HSN meet its mission.

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### Skills and Abilities

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Excellent customer service; ability to work with minimal supervision and exercise good judgement; strong verbal and written communication skills; data management, time management and problem-solving skills; ability to handle multiple tasks and manage competing demands; critical thinking, supervisory skills, conflict resolution and interpersonal skills; excellent office computing skills.

## **Education and Experience**

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- Experience working with a team to overcome obstacles and achieve excellent results.
- A minimum of two (2) years of prior experience in nonprofit accounting.
- A minimum of one (1) year supervisory experience.
- A Bachelor's degree in accounting or related degree required.
- Experience with HUD reimbursement based contracts a plus.
- Nonprofit experience a plus.

## **Qualifications and Requirements**

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- Proficient in MS Office (Word, PowerPoint, Excel and Access) and computer usage to include email, internet and presentations.
- Proficiency in Abila MIP and Salesforce is a plus
- Demonstrated passion about HSN's mission with the ability to promote and communicate HSN's philosophy, mission and values to external and internal stakeholders.

## **Certificates, Licenses, Registrations**

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- Hold a valid driver license in accordance with HSN's Motor Vehicle Policy
- Ability to use one's personal vehicle for daily duties if needed with reimbursement.

## **Physical Demands**

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While performing the duties of this job, the employee is regularly required to communicate in person or by telephone. The employee is frequently required to stand, walk and bend; to use his or her hands to finger, handle or feel objects, tools or controls; and to reach with his or her hands and arms. The employee must also be able to sit for extended periods of time. The employee must occasionally lift and/or move object weighing up to 40 pounds.

## **Work Environment**

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The position involves attention to detail and extensive organizational skills. The employee will work as part of a team as well as interface with clients, agencies and funders. The employee will spend significant portions of time in an office setting with some field work. The employee will likely encounter and be expected to address challenges associated with clients' experiences with long-term homelessness, mental health and substance abuse concerns, and other barriers to obtaining decent, affordable housing.

## **Conditions of Employment**

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- Provision of satisfactory references and completion of background investigation check
- Completion of a pre-employment drug screening as well as post-employment drug or alcohol tests upon reasonable suspicion of use

- Demonstrated computer literacy and writing skills, which may be assessed through pre-employment testing.
- Completion of HSN new employee orientation and ALL required paperwork prior to reporting to work
- Compliance with all HSN Policies and Procedures.

## **To Apply**

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- Interested applicants should submit cover letter, resume and a writing sample to [HSNTeam@hsncfl.org](mailto:HSNTeam@hsncfl.org) with Senior Accountant in the subject line. Resumes will be accepted until position is filled. Interviews begin the week of May 25, 2020 and continue until filled.

Veterans and formerly homeless individuals are encouraged to apply.

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Homeless Services Network of Central Florida [HSN] provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HSN complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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