

# JOIN THE NEKCA TEAM

**Our Mission:** *To empower all generations in the Northeast Kingdom to grow, prosper, and thrive. NEKCA is seeking motivated and detail-oriented individuals to join our team. This is an exciting opportunity to contribute to a supportive, mission-driven organization while building valuable skills and making a meaningful impact. If you are organized, dependable, and enjoy working in a collaborative environment, we encourage you to apply.*

## Manager – Accounting

**St. Johnsbury, VT Full-Time, Year-Round Hiring Range: \$70,000 – \$80,000**

**Position Overview:** Reporting directly to the Director of Finance, the Accounting Manager plays a key leadership role within the financial team. This position is responsible for ensuring accurate financial reporting, overseeing accounting operations, and supporting the agency in meeting critical deadlines.

### Key Responsibilities:

- Supervise accounting personnel and support team development
- Oversee financial operations and grant management
- Ensure timely and compliant grant reporting
- Prepare reconciliations and assist with financial reporting processes
- Develop, track, and monitor budgets
- Support high-quality, human-centered programming through sound financial management

<https://recruiting.paylocity.com/recruiting/jobs/Details/4089020/North-East-Kingdom-Community-Action/Manager---Accounting>

## Senior Accountant

**St. Johnsbury, VT Full-Time, Year-Round Hiring Range: \$50,000 – \$55,000**

**Position Overview:** The Senior Accountant supports NEKCA's financial operations, which include approximately \$12 million in funding from federal, state, and private sources. This role focuses on maintaining financial accuracy, supporting compliance, and strengthening internal processes—with a strong emphasis on payroll.

### Key Responsibilities:

- Perform financial accounting and prepare reports
- Support budget preparation and financial analysis
- Assist with training and updating policies and procedures
- Conduct quality assurance reviews to ensure compliance with accounting standards and regulations
- Maintain compliance with federal, state, and grant requirements
- Primary focus: Ensure accuracy and success of payroll processing

<https://recruiting.paylocity.com/recruiting/jobs/Details/3862026/North-East-Kingdom-Community-Action/Senior-Accountant---2>

## Why Join NEKCA?

- *Mission-driven, community-focused organization*
- *Collaborative and supportive work environment*
- *Opportunities for professional growth and skill development*
- *Meaningful work that impacts the Northeast Kingdom community*

**Interested candidates are encouraged to apply today and become part of a team making a difference.**

