



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Assistant Director (EP-040622-01)

Location: Carbondale, Illinois

Salary: TBD, depending on education and experience

Job Description

A non-profit organization in Carbondale, serving domestic violence and sexual assault survivors, is seeking candidates for an Assistant Director position. The Assistant Director will be a member of the management team and is responsible for:

- Ensuring compliance with all funding requirements;
- Overseeing all accounting issues;
- Budget development and oversight;
- Grant writing and reporting;
- Working with external auditors for annual audits; and
- Overseeing the overall operation of the center in the absence of the Executive Director.

This position begins July 1, 2022, and is full-time with benefits.

Requirements

Two years of non-profit accounting experience and knowledge of Federal GATA grant requirements is preferred. Candidate must work flexible hours and be willing to travel locally. Bachelor's degree in accounting management, or equivalent combination of education and experience is required.

How to Apply

This employment opportunity is available at no cost to you! To apply, email your resume with "Assistant Director (EP-040622-01)" in the subject line to: EmilyPerks@mantracon.org

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