

**JOB DESCRIPTION:**

POSITION: Beacon Lighthouse WF CFO

REPORTS TO: CEO

STATUS: Exempt

Special Conditions: This position is open to current Beacon Lighthouse for the Blind employees only.

Closing date for applications: October 08, 2021

**JOB PURPOSE:**

Beacon Lighthouse for the Blind is managed by four managers one being the Chief Financial Officer reporting to the CEO.

**MINIMUM QUALIFICATIONS:**

- Educational attainment of a Bachelor Degree in Accounting
- Ability to perform tasks in Microsoft Office
- Experience in Accounting

**BONUS QUALIFICATIONS:**

- Fluency in braille.
- Current CPR and first aid certification.
- Bilingual abilities in English and Spanish.
- Strong familiarity with emerging blindness access technology and the changing tech needs of Texas' blind and low-vision community.

**ACCOUNTABILITIES:**

- Monthly Financial Reports
- Responsibility of oversight for company expenditures
- Work collaboratively with all Lighthouse employees

## **EXTERNAL RELATIONSHIPS**

- Work to develop and maintain positive internal experiences with Beacon employees

## **ADMINISTRATION**

Hours of operation are Monday through Friday, 8-4pm. There will be some flexibility with the ability to work remotely on an as need basis. Benefits include: 401K matching up to 3%, health insurance, life insurance policy, dental insurance and vacation that grows with your time here.

## **TO APPLY:**

Please sign below

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