



520 16th Street North
Birmingham, Alabama 35203
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Job Title: Accounting Supervisor
Reports To: Vice President of Finance

Job Description

The Birmingham Civil Rights Institute (BCRI), founded in 1992 and inspired by Rev. Fred L. Shuttlesworth, a bold, charismatic minister who used his pulpit to forcefully protest Jim Crow segregation despite three dynamite attacks on his church. BCRI is an educational, cultural and research center that promotes a comprehensive understanding for the significance of the Civil Rights Movement in Birmingham. BCRI is part of the Birmingham Civil Rights National Monument established on January 12, 2017 by former President Barack Obama. BCRI's mission is to interpret the past realistically, promote understanding of the present and foster racial equality and civil and human rights for present and future generations.

The Birmingham Civil Rights Institute seeks a dedicated and enthusiastic professional to join the team as an Accounting Supervisor. This member of our staff will work in the Finance Office on a full-time basis. The primary focus will be to support the needs of the Vice President of Finance.

Education and Experience

- Bachelor's degree in Accounting
- A minimum of 5 years of experience in general ledger accounting, processing, and account reconciliation
- Minimum of 2 years of supervisory experience
- Microsoft Office Suite and QuickBooks software proficiency
- Certified Public Accountant certification is a plus, but not required

Qualifications

- Excellent verbal, written, public speaking, presentation and electronic communication skills.
- High level of professionalism, strong work ethic, self-starter, personal initiative to progress, good organization skills, and meets deadlines.
- Personal integrity, honesty and respect for others as demonstrated throughout professional career.
- Maintains confidentiality of donor, prospect, and other Institute records.
- Works collaboratively with leadership and colleagues in completing projects.
- Supports the Institute's mission and vision and adheres to all work rules, policies, and procedures.

Physical Requirements

- Ability to sit and stand for considerable lengths of time.
- Ability to maintain visual attention for extended periods of time.
- Ability to operate computers and general office equipment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Application Instructions

Please follow the application procedures located on BCRI's website: www.bcri.org/support/job-openings

The Birmingham Civil Rights Institute is an Equal Opportunity Employer. The Institute does not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, sexual orientation or any other factor prohibited by law. The Institute hires and promotes individuals solely on the basis of their qualifications for the job to be filled. The Institute encourages all qualified candidates to apply for vacant positions at all levels. This description shall not be construed as a contract for a specific period of employment.