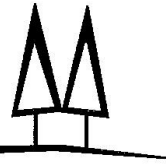




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512/476-1957 • 512/476-3904 (fax)  
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Employment Opportunity: Financial Administrator – full time position

Location: Central Austin – West Campus

Salary Range: \$51,000-\$58,000

The Inter-Cooperative Council, a non-profit student housing cooperative, seeks a dynamic and enthusiastic person to complete the four-person administrative team. The Financial Administrator spends about half of their workweek performing the full spectrum of bookkeeping functions and other day-to-day affairs for the 188-member organization. The balance of the time is used to perform challenging work in the areas of organizational management, strategic financial planning and presentation, leadership training, and cooperative development.

Our ideal candidate has at least five years of full time accounting (or equivalent) work experience with the self-discipline to work through the tedious heads down tasks, a passion for financial analysis, and proven ability to effectively communicate complex information to diverse audiences – especially college students. Written, verbal, interpersonal, and software skills should all be very well-developed. Most importantly, we want someone excited to embrace the cooperative business model. If this sounds like you, please do apply.

In addition to the salary, the position comes with fully paid individual health insurance benefits, generous time off, and a flexible work environment.

Four or more years of full time equivalent professional experience is required.

To apply, send resume and thoughtfully composed cover letter to [hire@iccaustin.coop](mailto:hire@iccaustin.coop) by August 22, 2014.