



Nutrition. Education. Financial Empowerment.

## Job Announcement

### QuickBooks Instructors Income Policy

**FoodChange (formerly Community Food Resource Center)** is dedicated to promoting access to nutritious food and adequate income. Founded in 1980 to fight hunger, FoodChange has grown to become one of New York City's leading advocates for equitable government policies and practices affecting poor New Yorkers. FoodChange's **Food and Nutrition Services Group** uses advocacy, education, direct service, and community organizing to increase access to and consumption of wholesome foods among low-income populations.

**We are seeking Consultants to teach QuickBooks to students in our Tax Academy Training Program. The assignment will start on Nov. 1, 2005.**

The QuickBooks Instructor will be responsible for:

- Conducting QuickBooks' classes for our Training Program.
- Following and utilizing the curriculum and training materials provided.
- Preparing for each training session.
- Serving as an advisor to students.
- Participating in professional development and job ready skills for the students.
- Maintaining class records, and evaluating students.
- Maintaining appropriate office hours, attending required meetings, etc.
- Performing other duties as required.

Qualifications:

- Five years of current professional experience with QuickBooks.
- Extensive knowledge of QuickBooks Software, and the ability to convey the necessary information to students.
- Knowledge of basic accounting and bookkeeping.
- Teaching experience and excellent presentation skills.
- Ability to communicate effectively in English, oral and written form.
- Strong work ethic, strong organizational and analytical skills, self motivated, excellent attention to detail.
- Ability to interact successfully with an academically and culturally diverse population.
- Ability to work effectively with others.
- Proficient in computers.
- Any management and/or supervisory experience is a plus.

**Please send a cover letter and resume to:**

FoodChange

Attn: Carol Johnson, CPA

Manager, Tax Compliance

Email address: [cjohnson@foodchange.org](mailto:cjohnson@foodchange.org) or Fax number: 212-665-9183