

POSITION ANNOUNCEMENT

FAYETTE COUNTY DRUG & ALCOHOL COMMISSION, INC.

FISCAL ASSISTANT

Seeking full time Fiscal Assistant to work in the fiscal unit within a drug and alcohol agency. The Fiscal Assistant is primarily responsible for accounts payable, designated payroll functions and other accounting duties to assist the unit. Supervised by FCDAC's Chief Fiscal Officer.

Must possess the following skills:

- Considerable knowledge of general accounting principles and practices.
- High degree of organizational, math and bookkeeping skills, including knowledge of financial reporting.
- Computer proficiency with Word, Excel and electronic accounting software.
- Ability to handle a high volume of work efficiently and accurately.
- Assist in preparation of monthly, quarterly, and annual reports.
- Meticulous attention to detail.
- Ability to work independently.
- Must be flexible and willing to work in a team setting.
- Establish and maintain effective working relationships.
- Possess excellent customer service skills.
- Must provide satisfactory Child Abuse, FBI, and PA State Police Clearances.
- Must be able to pass pre-employment drug screen.
- Have valid license and transportation.
- Required to show proof of having obtained all recommended doses of an FDA approved COVID-19 vaccine.

Minimum Qualifications: Bachelor Degree in Accounting or Business Administration preferred. Associate Degree in accounting or business administration, (including 6 credits in accounting) and minimum of three years of experience performing bookkeeping or accounting work. Will consider equivalent combination of experience and training.

Email Letter of Interest, Resume and Salary Requirements to
Vbarnhart@fcdaa.org

Deadline to submit is November 12, 2021

EOE.