Position Title:  Staff Accountant

Position Type:  Administrative

Position Location:  Administration - 1st Floor

Shift:  1st Shift

Full or Part Time Status:  Full Time

Position Duties:  The Staff Accountant assists the Fiscal Coordinator in the monitoring and oversight of the agency's fiscal operations.

Experience Expectations:  Two years' in general office setting; two years' of direct bookkeeping and accounting experience preferred; Proficiency in Microsoft Office products including Word and Excel.

Education Expectations:  Bachelors in accounting or related field

Date Position Opened:  01/24/2020