



JOB POSTING – POSITION AVAILABLE

Posting Date – August 12, 2008

Send Resume to : Karen Austin, Director of Finance

Application/Resume Deadline : Open until filled

Position:

Title: Part-Time Finance/Human Resource Assistant
Status: Non - Exempt
Dept.: Finance
Pay Range: \$16.00 - \$20.00 per hour
Reports to: Director of Finance

Key Job Responsibility:

- ▶ Assist processing of payroll and reporting requirements.
- ▶ Assist with Workers' Compensation claims management and audit.
- ▶ Assist with property and casualty insurance claims.
- ▶ Assist Finance Department with monthly financial reporting.
- ▶ Assist with reconciliation of various general ledger accounts.
- ▶ Assist with annual budget.
- ▶ Assist with annual audit.
- ▶ Perform other duties as assigned.

Knowledge/Skills:

- ▶ High degree of skills in Microsoft Excel.
- ▶ Good organizational skills a must.
- ▶ Strong technical, computer and analytical ability.
- ▶ Ability to meet time deadlines and effectively communicate/interact with other employees.
- ▶ Strong written and verbal communication.
- ▶ Ability to work independently, as well as in a team environment.
- ▶ Ability to take initiative and respond with creative and innovate approaches where established criteria do not exist.
- ▶ Focus on needs of citizens.

Minimum Qualifications for Position:

- ▶ Education/Experience: 5 years Accounting
- ▶ Physical Requirements : Must be able to sit and work at the computer for long periods of time and lift minimum of 20 pounds.

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