

# POSITION VACANCY

Posted: October 20, 2021 \* Deadline: Open until filled

## FISCAL OFFICER

<b>AGENCY INFORMATION</b>	<b>Community Action of Etowah County, Inc.</b> A Nonprofit, 501(c)(3) Charitable Organization 624 Broad Street * Gadsden, AL 35901 * 256-546-9271
<b>QUALIFICATIONS</b>	Bachelors Degree in Accounting or a related field is required. Government/Fund Accounting or fiscal management experience is preferred.
<b>JOB DUTIES</b>	Manage the overall fiscal responsibilities of the Agency, including but not limited to: Accounts Payable/Receivable; Payroll; Bank Reconciliation; Federal, State and Local Tax Deposits; Make Online Insurance and Retirement Payments; Prepare Trial Balance and other documents for Annual Audits; Prepare Monthly Reports; and Manage multiple Grant Funds. Perform other duties as assigned.
<b>IDEAL APPLICANT</b>	Professional. Organized and systematic with routine task. Have a positive and progressive attitude. Comfortable with various computer software programs. Assertive when necessary and confident in abilities. Exemplify some level of commitment/loyalty to the Agency. Good oral and written communication skills. Have related experiences or a willingness to learn.
<b>APPLICATION PROCEDURE</b>	Submit a resume, three professional letters of recommendation, and a completed Community Action application to:  Community Action of Etowah County, Inc. P.O. Box 1888 Gadsden, AL 35902 Attn. Gary O. Lewis, MPA, JD, Executive Director  Only complete application packages will be considered.

For your convenience, the application can be emailed to you. Send request to: [eccsp-director@comcast.net](mailto:eccsp-director@comcast.net). Pick up application at: 624 Broad Street, Downtown Gadsden



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