

SOUTHWESTERN PA HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Fiscal Technician 2 (PART-TIME)
Finance

PAY GRADE: 8

WAGE: \$11.67/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Performs standard accounting procedures and tasks necessary to process financial activities for programs throughout the corporate affiliates.
- Completes all procedures related to the processing, verification, and documenting of assigned accounts payable.
- Ensures reconciliation of all financial transactions of assigned accounts and prepares appropriate entries.
- Compiles and assists in the preparation of monthly and year-end financial reports.
- Processes travel reimbursements, prepares bank deposits, and maintains a computerized inventory system as assigned.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Associate Degree in Accounting or Business Administration and two years of experience or any equivalent combination of experience.
- Demonstrated ability and skill using computer software and word processing equipment.
- Demonstrated knowledge of elementary accounting procedures and terminology.
- Demonstrated ability to establish and maintain effective working relationships with internal staff and vendors.
- Ability to sit for long periods of time during the work day.
- Ability to identify inconsistencies in data and format and communicate findings to the supervisor.
- Ability to understand and carry out specific instructions.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18192.

EQUAL OPPORTUNITY EMPLOYER