

FAX: (337) 783-9353



IN-HOUSE

July 29th, 2022
Date

TITLE OF POSITION: Fiscal Director

DEPARTMENT: Administration

COMPONENT: Accounting

CLASSIFICATION: Full-Time

WORK LOCATION: ASSIST Agency Central Office

WORK HOURS: 8:00 A.M. – 4:30 P.M.

QUALIFICATIONS: MASTER'S DEGREE (M.A.) PREFERRED IN BUSINESS ADMINISTRATION OR ACCOUNTING OR EQUIVALENT AND FOUR YEARS EXPERIENCE IN FISCAL MANAGEMENT; OR A BACHELOR OF SCIENCE/ARTS DEGREE IN BUSINESS ADMINISTRATION WITH A MAJOR IN ACCOUNTING AND FIVE YEARS EXPERIENCE IN FISCAL MANAGEMENT. PROFICIENCY IN COMPUTERIZED ACCOUNTING QUICKBOOKS, FISCAL MONITORING AND PRESENTATION OF INVESTIGATIVE FINDINGS, PROFICIENCY IN ARTICULATING ORAL AND WRITTEN FISCAL MANAGEMENT REPORTS, EXPERIENCE IN PERFORMING OR SUPERVISORY REVIEW OF AUDITING PROCEDURES, AND ADEQUATE INTERPERSONAL SKILLS.