

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 3/14/2018 **DEPARTMENT:** Administration

POSITION TITLE: Financial Specialist **PROGRAM:** Administration

POSITION SUMMARY: Performs full range of accounting functions including preparing budget to actual, compares current and past balance sheets, summarize detail of separate ledgers and prepares reports. Audits expenses posted to designated programs to insure compliance with agency, program specific, state and federal policies, procedures, and laws. Completes and reviews revenue and expense reports. Prepares monthly, quarterly, and annual reports to funding sources. Prepare month and year end close, Organizes monthly statement of revenues and expenses, trial balances, general ledgers, accounts payable register, and balance sheets. Prepares on-going financial projections for current and future fiscal periods.

ADVERTISE TO: Public Agency Both **STATUS:** Exempt Non-Exempt
 Banked

LOCATION: Central Office

GRADE LEVEL / STEP: VI **AMOUNT:** Negotiable depending on experience

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Mon-Thurs 7:30 a.m. to 5 p.m.

QUALIFICATIONS: Associates Degree in Accountning preferred; however, 3 years in fund accounting experience is a must. Experience in double entry accounting. Must have ability to use automated accounting software and produce reports.. good organizational and communication skills. Ability to process information from grants, contracts, and other agency agreements to determine specific funding source requirements. Ability to learn computer accounting software used by agency, Microsoft Office programs, e-mail and the internet. Able to work as part of a team. Ability to complete assigned projects with little or no supervision. Knowledge of OMB Guideline a plus.

TARGET DATE FOR EMPLOYMENT: 4/9/2018

APPLICATION PERIOD DEADLINE: 3/26/2018

BENEFITS: All agency benefits

SUPERVISOR'S NAME: Keri McCrorey, Executive Director

PERSON MAKING REQUEST: Julie Pfeifer

Program Director's Signature Date Approved Disapproved

Executive Director's Signature Date Approved Disapproved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.