



JOB ANNOUNCEMENT

WORKSOURCE EAST CENTRAL GEORGIA

Position Title: Finance Clerk
Location: 674 Washington Road, Thomson, GA 30824
Duration: Part-time Temporary Employment (25 hours per week)

JOB SUMMARY: This position is responsible for processing financial documents, data entry and retrieval of financial information from the ECGC accounting system. Position reports directly to the Finance Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of generally accepted accounting principles and practices.
- Processes vendor, contractor, participant, and incentive/supportive service vouchers. Disburses checks in accordance with established procedures
- Reviews invoices for completeness and accuracy. Assigns appropriate costs category and activity information.
- Assists in the preparation of financial management reports.
- Utilizes data portal to record vouchers and verify participant registration.
- Ability to provide positive, outstanding customer service
- Ability to maintain confidentiality
- Proficiency in a variety of computer software applications including Microsoft office, email, and internet applications

Drug screening and background check is required.

MINIMUM QUALIFICATION:

Graduation from an accredited post-secondary institution with a diploma in accounting or;

Two years of college with a major emphasis in accounting, finance, or a related field or;

One year of accounting work experience.

Please submit a copy of your resume to: HR@ecgwdc.org