



Fiscal Assistant – 20 hours per week

Reporting to the Finance Director, the Fiscal Assistant will support the ongoing fiscal operations and adherence to policies and procedures.

- Requires ability to communicate ideas, thoughts and concepts in a clear and concise manner both verbally and in writing
- Requires the ability to read, analyze and interpret a variety of written information and technical instructions frequently
- Requires strong problem-solving skills and the ability to utilize critical thinking

The successful candidate will have a High School diploma or equivalent with coursework and knowledge in bookkeeping and/or accounting, proficiency in spreadsheet applications and have the ability to work independently. A minimum of two years' experience working in a position having comparable fiscal and reporting responsibilities is required.

Competitive pay plus generous benefit package. To apply Send letter of interest, resume and 3 professional reference contacts to Human Resource Department, Child and Family Opportunities, Inc., P.O. Box 648, Ellsworth, Maine 04605 or you may e-mail the required information to resumes@childandfamilyopp.org

All qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

Visit our website at www.childandfamilyopp.com
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