

EMPLOYMENT OPPORTUNITY

COMPONENT:

Administration

POSITION:

Finance Specialist

CLOSING DATE:

September 1, 2010

QUALIFICATIONS:

High School Diploma/GED. Accounting experience. Clerical experience. Computer literate. Possession of valid driver's license and proof of car insurance. Personal/reliable transportation. Bilingual/Spanish a plus.

RESPONSIBILITIES:

Prepare invoices for payment.

Reconcile vendor's statements.

Process purchase requisitions for purchase orders.

Process accounts receivables.

Receive, verify for accuracy and process time sheets for payroll.

Prepare payroll and distribution journal entry

Post payroll information to individual journal entry, employee earnings and master records.

Maintain records of insurance issues, new hires, terminations and status changes.

Process reports for reimbursement from funding sources.

Assist with month end closing.

Prepare bank reconciliations.

Verify USDA meal participation sheets

Perform all others duties as assigned.

SUBMIT APPLICATION:

Torey Suggs, Director of Human Resources
27 Pasco Avenue
Evansville, IN 47713

EOE