Job Title: Financial Assistant III

Financial Assistant III

- Bachelors degree in Accounting, Finance, Business, or equivalent experience.
- 3 years of related experience.
- Demonstrated skill in the design and maintenance of spreadsheets, databases, or custom reports utilizing Excel.
- Ability to interact knowledgeably with vendors/Suppliers/contractors, co-workers & senior personnel.

Effective written & communication skills.
- Demonstrated ability to perform accounting calculations and reconciliations.
- Skilled in the resolution of problems that may require investigation, initiative, judgment, and discretion.

Required Qualifications
- Bachelor’s degree in Accounting, Finance, Business or equivalent experience.
- 3 years accounting, financial analysis, budgeting or related experience.

Essential Functions / Scope
- Responsible for assisting in the review of Financial Assistant III’s Work Plan.
- Responsible for monitoring, evaluating, and reporting on the completion of tasks.
- Responsible for maintaining current knowledge of accounting, financial analysis, budgeting, or related services.
- Responsible for coordinating the work of the Financial Assistant III with other division staff.
- Responsible for attending meetings and conferences.
- Responsible for preparing and presenting reports.
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