

Regional Consolidated Services

109 N. Main St Randleman, 27317 (336)629-5141

Assistant Finance Director

Position Overview:

- Cash receipts and requests
- Activity reports
- Approving invoices and POs
- Assisting with the budgets, reporting and cash draws
- Assisting with maintaining general ledger
- Assisting with audit reviews
- Assisting with property management, and MORE!!

MINIMUM REQUIREMENTS: Accounting degree, bookkeeping experience, and accounting in a business office OR an equivalent combination of education and experience; computer capabilities; knowledge of fund accounting and/or experience in governmental programs REQUIRED

Benefits:

- 401(k)
- Dental insurance □ Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift (Full-Time) \$23 a hour
- Monday to Friday

Education:

- **Bachelor's (Required)**
- Health insurance

Deadline: Until filled. RCS equal opportunity employer M/F. Auxiliary aids and Services are available upon request to individuals with disabilities. Voice #711