# OPEN JOB VACANCY

ACCOUNTING TECHNICIAN - (1 Position Full-Time)

LOCATION: Chatham County

SALARY RANGE: 29,387 - 35,639

CLOSING DATE: August 9, 2019 at 5:00pm

JOB SUMMARY: The Accounting Technician is responsible for input and maintenance of financial data in the accounting system as well as providing direct support and assistance to the Finance Director.

QUALIFICATIONS:

* Must be proficient in data entry and 10-key entry skills.
* Must be computer literate with strong knowledge of MS Outlook, MS Excel and MS Word.
* Must have excellent communication and administrative skills.
* Must have attention to detail and the ability to multi-task meeting deadlines in a timely manner.
* Must have experience in accounting tasks and payroll processing.
* Must maintain confidentiality regarding personnel records and financial data.
* Must have ability to establish and maintain professional work relationships with vendors, associates and staff.

EDUCATION & EXPERIENCE:

High school graduate of an accredited high school; supplemented with accounting courses and/or work experience. Bachelor’s degree in Accounting, Finance or Business from an accredited university or college with two years of work experience in a related field. A combination of education and experience will be considered.

**Apply by submitting resume or application to:**

**Natasha J. Elliott, Executive Director**

**Central Piedmont Community Action, Inc.**

**PO Box 626 / Siler City, NC 27344**

**or**

**jacksonn@cpcanc.org**