

Finance Specialist

The North East Community Action Corporation (NECAC), a 12 county area not-for-profit social service, community health and public housing Community Action Agency, seeks a full-time Finance Specialist. This position works out of the NECAC Central Administration Offices which is located on the Square in Bowling Green. The successful candidate must be a well-organized self-starter with knowledge and experience in accounting theories, principles and methods. Duties may include accounts receivable/payable, billing, recurring automated reports, payroll entry/processing, financial analysis and/or budget execution. Bachelor's Degree in the finance/business field OR a minimum of four (4) years related experience and additional training in accounting beyond the high school level is required. Accuracy and ability to meet deadlines is a must. Excellent data entry and math skills required. Must possess solid organizational skills and be proficient in Microsoft Excel, Word and Outlook. Starting pay is \$11.00 to \$12.00 per hour with employee benefit package that includes an excellent 100% agency premium-paid health insurance plan with dental & vision coverage; an exceptional 401(k) retirement plan with a progressive agency paid contribution of 3-6% with no required employee match; 14 paid holidays; accumulative paid vacation leave which may progress to 23 days per year; and 10 days paid sick leave per year. To apply, **MAIL** cover letter and resume to NECAC Personnel Officer, P.O. Box 470, Bowling Green, MO, 63334, or **EMAIL** to dpage@necac.org, or **FAX** to 573-324-3960. For further information on NECAC, visit www.necac.org. EOE/M/F/D/V