

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.

POSITION: Financial Controller
LOCATION: Benton Administration Office
HOURS: 8:00 am - 4:30 pm FULL-TIME
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As soon as possible
SALARY: To Be Determined

JOB DUTIES:

Assist in managing finance office in accordance with the agency's established accounting system, policies, and procedures.
Ensure all legal, regulatory, and financial requirements of the agency are met.
Draft and monitor budgets for various agency programs and funding proposals.
Perform general accounting duties and budgets for various agency state & federal grants.
Maintain subsidiary accounts and ledgers according to established account classifications.
Review accounting transactions and make appropriate correcting entries.
Set-up & prepare financial reports in the agency accounting software system.
Prepare complex spreadsheets in Excel
Assist in the preparation of annual audits and attend regular staff meetings.
Other duties as assigned.

EDUCATION REQUIREMENTS: Bachelor Degree in Accounting and/or Finance required. Certified Public Accountant preferred.

EXPERIENCE NEEDED: Excellent computer, oral / written communication, customer service, and organizational skills required. Must have time management /multi-tasking skills, able to work independently in a fast pace environment, must be dedicated, flexible and a self-starter.
Prefer one to two years related experience with private not-for profit organization.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check.

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121