

Nevada Job Order Bulletin Board Print Document

Job Order: **595446**

Print Date: **3/18/2022 9:55:22 AM**

Job Title: **Fiscal Assistant (Pahrump, NV)**

Type of Job: **Regular**

Job Time Type: **Full Time (32 Hours or More)**

Job Description:

- **Maintains financial information by the collection, calculation, and entering of data.**
- **Creates and maintains data within Microsoft Excel, using advanced spreadsheets.**
- ***Manages all accounts payable.***
- **Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.**
- **Contributes to team effort by accomplishing related tasks as needed.**

Qualifications:

- **Experience in a fast-paced office setting.**
- **Formal training in accounting processes preferred.**
- **Advanced knowledge of Microsoft Excel.**
- **Proficient in Word, Outlook, and other databases.**
- **High regard for quality and accuracy, attention to details, excellent organizational and time management skills.**
- **Ability to plan, prioritize and work on various projects and meet deadlines and to maintain confidentiality.**
- **Effective oral and written communication skills.**
- **Ability to anticipate problems.**
- **Strong work-ethic, integrity and dependable.**
- **Ability to work well under pressure.**
- **Good judgment and conceptual thinker.**

How to Apply

Apply in the Resource Room at

NyE Communities Coalition

1020 E. Wilson Rd. Pahrump NV 89048

775-727-9970

Minimum Age: **18**

Hiring Requirements: **Drug Testing/Screening, Background Checks, Other(specify)**

Education Level: **High School Diploma or Equivalent**

Requires a Drivers License: **Yes, Operator License**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Vacation, Holidays, Sick Leave, 401K**

Job Application Methods Accepted: **At the Nearest One-Stop**

Employer requests only Veterans apply: **None Selected**

Application Comments:

Apply at the NyE Communities Coalition and Career Connections at 1020 E Wilson Street, Pahrump, NV. 89048 775-727-9970 OPT. 1.

NyECC is adapting to current conditions to ensure the safety of everyone. Please plan to practice safe social distancing and wear a mask when you are on our campus.

Employer Information:

Confidential Information