

Fiscal Assistant Job Responsibilities:

Responsible for assisting in the fiscal office compiling financial information, preparing financial reports, and maintaining records.

Duties:

- Maintains financial information by the collection, calculation, and entering of data.
- Creates and maintains data within Microsoft Excel.
- Balances the payroll accounts by resolving payroll discrepancies.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- 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