

Fiscal Coordinator

The Redevelopment Authority of the County of Westmoreland is seeking applicants for the position of Fiscal Coordinator. This position reports directly to the Executive Director and is responsible for executing daily financial activities that are in compliance with organization standards. The Fiscal Coordinator develops, administers, implements, and coordinates financial functions for the organization such as technical payroll accounting duties; collects organization data and conducts analysis involved with budget proposals, budget management, systems and procedures; conducts research and prepares detailed reports and recommendations; and performs related work as required.

Bachelor's degree in Accounting/Finance/Business Management is required and minimum 5 years experience managing corporate finances that include: multiple bank accounts, contracts, draw downs, grant funding as well as proven expertise with QuickBooks and working with public agencies. PA driver's license is required.

This experienced self-starter must possess excellent communication and written skills; have efficient time management skills to complete multiple assignments within tight deadlines; and have experience with QuickBooks, Microsoft Excel, and Online Banking.

View full job description:

<https://www.co.westmoreland.pa.us/DocumentCenter/View/14226/Fiscal-Coordinator-Description-Redevelopment-Authority>

County residency must be established within 180 days and maintained throughout employment. The Redevelopment Authority is an equal opportunity employer. Salary is commensurate with qualifications.

Send resumes that include three professional references with a cover letter that specifically addresses job function requirements, highlights past job accomplishments, and specifies salary requirements to:

Redevelopment Authority of the County of Westmoreland
Attention: Executive Director
Fifth Floor, Suite 520
40 N. Pennsylvania Avenue
Greensburg, PA 15601

Submission deadline is July 16, 2018.