**Fiscal Administrative Assistant**

This is a clerical, administrative support position to the Fiscal staff of the Coalition. In addition to fiscal support, this position also provides general office support for the Coalition.

The Fiscal Administrative Assistant provides clerical support to all department members. Such duties as data entry, computer support, maintaining records and files, daily mailing, copying, assisting with the billing process and telephone are required. In addition, this position will be assigned fiscal duties in order to ensure the accounting accuracy of the Coalition. These duties include knowledge of Profit and Loss Statements, General Ledger, Accounts Payable, Purchase Orders, Chart of Accounts, and common electronic spreadsheet programs and must meet set deadlines. This position will be cross-trained at other clerical positions. All Administrative Assistant positions will be cross-trained and function as a support team to all Coalition employees. Must be able to function as a team member and work on multiple projects at the same time. The position requires excellent organization skills and advanced computer literacy in a Windows environment.

This position requires a High School Diploma or equivalent. AS/AA or equivalent preferred. At least 2 years clerical and/or accounting experience required; fiscal experience highly desirable.

Send resume and signed application to hr@elcpolk.org
An application can be found on the Career page at www.elcpolk.org

The Early Learning Coalition of Polk County is a Drug Free Workplace.

The Early Learning Coalition of Polk County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer,
training, compensation, benefits, employee activities, and general treatment during employment.