

JOB ANNOUNCEMENT

Fiscal Assistant

Triangle J Council of Governments
Durham, NC
Hiring range: \$39,614 to \$43,575

Be part of a creative team in a dynamic & diverse region

Who We Seek

An experienced, dependable individual to be part of a small finance department. A positive, customer-focused orientation, an ability to deliver high-quality products in a timely manner, and an ability to be a strong contributing peer in staff and inter-agency teams is desired.

Description of Work

Work involves applying established accounting or administrative procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting and other financial documents. Work is characterized by use of automated accounting ledgers, registers, statements, vouchers, and other fiscal documents. Work includes performing tasks in the accounts payables and receivables, reconciling accounts and statements, inputting accounting data and information, compiling a variety of reports, and serves as a liaison for payroll.

Knowledge, Skills and Abilities

Must have a working knowledge of public accounting practices and procedures and the laws, rules, regulations, policies and practices to follow in the accounting function. Successful candidates must have knowledge of accounting systems, policies, and procedures. The ability to analyze and interpret financial data, perform trend analysis, and prepare clear and concise reports is required. Ability to understand and apply policies to the maintenance of a variety of financial records and reports. The candidate must be proficient in Microsoft Office 365 products, especially Excel. The person must have the ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public. The ability to work independently and as a team member. The ability to communicate effectively in oral and written forms.

Education and Experience

Graduation from 2 year college with major in accounting or business; or an equivalent combination of education and experience.

Starting Salary & Benefits

Hiring range: \$39,614 to \$43,575 (Salary range: \$39,614 to \$63,382)

Benefits: The Triangle J Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses; and flexible work schedules. A full list of employee benefits is [here](#).

Our Organization

Providing a platform for collaboration among local governments, stakeholders, and partners in our diverse region of NC. See the kind of work we do [here](#).

How to Apply

1. Download TJCOG employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) to:
Employment – Fiscal Assistant
Triangle J Council of Governments
4307 Emperor Blvd, Suite 110
Durham, NC 27703

OR by email to employment@tjcog.org with the subject Fiscal Assistant.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins October 4, 2019.

All employment offers will be within the stated hiring range.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.