

# **JOB ANNOUNCEMENT**

Closing date: Wednesday, December 18, 2024, at 4:30 p.m.

Mississippi County, Arkansas EOC, Inc. is accepting resumes for Assistant Fiscal Officer. Please forward a resume and cover letter to [gloria.boyd@mcaeoc](mailto:gloria.boyd@mcaeoc). Closing date: Wednesday, December 18, 2024, at 4:30 p.m. The Assistant Fiscal Officer supports the primary financial operations of a program by performing day-to-day accounting tasks, including data entry, budget monitoring, financial reporting, and ensuring compliance with federal and state regulations, all while assisting the Chief Fiscal Officer in managing the program's overall financial health.

## **QUALIFICATIONS**

Must hold credentialing as a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field"

Should be comfortable and proficient working independently, yet willing and able to collaborate and work cooperatively with all staff. Ability to exercise independent judgment and initiative in completing work assignments, exercise discretion and maintain confidentiality when working with sensitive data, analyze financial data and prepare financial reports, and compile and summarize complex data and information. Ability and experience supervising others. Knowledge of accounting software platforms or any of the following is a plus: Non-Profit and Governmental Accounting Standards, State, Federal, and local statutes, and policies, knowledge of MIP/Abila Accounting Systems, and Thomson Reuters is a plus.

Mississippi County, Arkansas EOC does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, marital status, veteran status, genetic information, or disability in any of its practices, policies, or procedures. This includes, but is not limited to, employment, services, programs, or activities.