

# Off-Campus Employment

*Job posted on 2013-06-19 by leslie.ward; posting expires on 2013-07-19*

**Employer:** Region 4 Planning & Development Council

**Position:** Accountant / Fiscal Manager

**Job Description:** Full Time, Permanent, 40 hours per week

REGION 4 PLANNING & DEVELOPMENT COUNCIL - A five county governmental organization, is seeking an individual for the position of Accountant/Fiscal Manager. The selected respondent will be introduced to and responsible for a variety of areas including federal, state and local infrastructure project accounting. The Accountant/ Fiscal Manager will be responsible for the budgetary, fiscal and financial matters of the agency and the programs it administers.

The salary for the position will be competitive and commensurate with qualifications and experience.

Equal opportunity employer.

**Qualifications:** The ideal candidate will possess a bachelors or higher degree in accounting and be proficient with computer based accounting programs. Applicant must be proficient in Microsoft Word, Excel, Outlook and Quickbooks Pro.

**Perferred Major(s):** Accounting;

**Application Instructions:** Candidates for the position should immediately submit cover letter, resume, salary expectations and three (3) business references to: ACCOUNTANT/FISCAL MANAGER

Region 4 Planning & Development Council

885 Broad Street

Summersville, WV 26651

ABSOLUTELY NO TELEPHONE CALLS OR UNSCHEDULED VISITS ACCEPTED