

**EMPLOYMENT OPPORTUNITY  
FACT SHEET  
Re-Advertising**

**POSITION:** Finance Manager  
**LOCATION:** Benton Administration Office  
**HOURS:** 8:00am - 4:30pm  
**FULL-TIME:** Exempt **PART-TIME:**  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As soon as possible  
**SALARY:** \$ 65,000.00 per Year

**JOB DUTIES:**

Manage finance office in accordance with the agency's established accounting system, policies, and procedures.  
Direct, supervise, and evaluate the finance office personnel.  
Ensure all legal, regulatory, and financial requirements of the agency are met.  
Assist in preparing budgets for various agency programs and funding proposals as directed.  
Perform general accounting duties and budgets for various agency state & federal grants.  
Maintain subsidiary accounts and ledgers according to established account classifications.  
Review accounting transactions and make appropriate correcting entries.  
Set-up & prepare financial reports in the agency accounting software system.  
Prepare complex spreadsheets in Excel  
Assist in the preparation of annual audits  
Other duties as assigned.

**EDUCATION REQUIREMENTS:** Bachelor Degree in Accounting required.

**EXPERIENCE NEEDED:** Excellent computer, oral / written communication, customer service, and organizational skills required. Must have time management /multi-tasking skills, able to work independently in a fast pace environment, must be dedicated, flexible and a self-starter.  
Prefer one to two years related experience with private not-for profit organization.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check.

**DATE OF NOTICE:** 01/30/18

**Remove after:** 02/09/18

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

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