



Macon-Bibb County
Economic Opportunity
Council, Inc.

Hiring NOW – **Fiscal Operations Associate!**

Do you have a passion for helping others? Then Join us at Macon Bibb Economic Opportunity Council, Inc.! (Macon-Bibb County)

Why Macon-Bibb County Economic Opportunity Council, Inc.?

- Annual, Sick and Holiday Pay
- Comprehensive benefits, including 401K Profit Share and 403b Retirement Plans
- Career growth opportunities
- Caring, supportive, FUN, working environment
- Ability to make a difference, in the lives of those we serve.

The Fiscal Operations Associate role is responsible for all accounts payable functions for the agency, including but not limited to processing invoices, cutting checks, reconciling vendor statements, and monthly AP accrual. This position also supports the accounting department and assists in accurate and timely financial statements.

Requirements:

- Associate degree in accounting or progressive education in accounting or related field - preferred.
- At least one year's experience in bookkeeping, accounting and/or accounts payable.
- Demonstrated proficiency with WORD and EXCEL and ability to learn and navigate financial software.
- Ability to multi-task.
- Maintain effective working relationships with people of varied social cultural and educational backgrounds.
- Must have good written and verbal communication skills.
- Pass all background checks and drug screenings.
- Daily reliable transportation – must be willing to use personal vehicle to attend meetings and other assigned duties for the Agency.
- Ability to sit, bend, crawl, kneel for long periods of time or repeatedly and must be able to lift/carry up to 50lbs.

Job Type: Full-time

Salary Range: \$17.03 - \$19.16/hour; dependent upon education and experience.

The mission of Macon-Bibb County Economic Opportunity Council, Inc., is committed to reducing poverty by providing collaborative comprehensive services and resources that empower economically disadvantaged families to achieve self-sufficiency.

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.