



Hiring NOW – **Fiscal Operations Specialist!**

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 Specialist role is responsible for developing budgets, preparing complex financial reports, and planning/reviewing financial operations. The Fiscal Operations Specialist will perform a variety of professional level auditing activities.

Requirements:

- Bachelor's degree in accounting or progressive education in accounting or related field - preferred.
- Associate degree in accounting or related field and 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.

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.

Job Type: Full-time

Starting Range - \$21.02/hour – 23.65/hour