Macon-Bibb County
Economic Opportunity
Council, Inc.

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.

This position is responsible for performing accounts payable and other assigned fiscal functions in support of the Agency's financial operations. Duties include processing invoices and payments, maintaining financial records, preparing routine financial and statistical reports, performing account reconciliations, and assisting with budget, audit, and reporting activities as assigned.

Requirements:

- Associate degree in Accounting, Business, Finance, or a related field from an accredited institution, with a minimum of twelve (12) semester hours in accounting, auditing, budgeting, or a related fiscal discipline.
- Minimum of one (1) year of experience in accounts payable, accounting, bookkeeping, fiscal operations, or a related field.
- Equivalent education and relevant professional experience may be considered.
- 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 - $18.92/hour – 23.65/hour