

CLAYTON COUNTY COMMUNITY SERVICES AUTHORITY, INC.
1000 MAIN STREET/P. O. BOX 1808
FOREST PARK, GEORGIA 30298
PHONE (404) 363-0575 FAX (404) 361-8395
www.claytoncountycsa.org

January 22, 2018

*******JOB ANNOUNCEMENT*******

POSITION: **Grants Accountant/Fiscal Officer**
COMPONENT: **CLAYTON COUNTY COMMUNITY SERVICE AUTHORITY, INC.**

QUALIFICATION/REQUIREMENTS: Bachelor's degree in accounting, finance, business administration or related field equivalent. Five to ten years of experience including supervisory experience. Responsibilities will be oversight of all finance accounting and reporting activities, systems and procedures required for effective fiscal operations, budget development, timely monitoring, and reporting. Overall supervision of Payroll, Purchasing, Accounts Receivable, Accounts Payable, and general accounting functions of the finance department. This position will provide fiscal management, grants management, and supervision of the agency's finance department including accounts payable, payroll, budget development, financial reporting, and serving as an integral part of the agency's leadership team. In addition to managing existing programs, this position will help with the acquisition, implementation and management of developing projects and services.

Our Ideal candidate will be experienced in financial management and accounting in the non-profit sector. The successful applicant should be proficient with accounting software, preferably QuickBooks. It is our hope this individual will have experience with Head Start and Community Block Grants.

BENEFITS: Regular full time employees are currently eligible for medical, dental and life insurance; paid holidays and paid time off (PTO).

SALARY RANGE: \$54,392 - \$82,281 (annual salary range)

HOURS: Monday through Friday

BACKGROUND CHECK REQUIREMENTS: **MUST HAVE CRIMINAL BACKGROUND CHECK FROM THE LOCAL SHERRIFF'S DEPARTMENT AND RECEIVE A SATISFACTORY CRIMINAL FINGERPRINT BACKGROUND CHECK FROM DECAL UPON HIRE**

MUST PASS A SUBSTANCE ABUSE TESTING AND REFERENCES REQUIRED, E.O.E.

**RESUMES/APPLICATIONS ACCEPTED AT CLAYTON COUNTY C.S.A., INC.
1000 MAIN STREET, P. O. BOX 1808
FOREST PARK, GEORGIA 30289-1808**

Applications must be received or postmarked by the closing date Friday March 16, 2018. Late applications will not be considered.

"Equal Opportunity Employer"