

Salary \$18.47 - \$21.00 an hour

Job Type: Part-Time (20-25 Hours)

The Lake County Department of Job & Family Services is seeking to fill the Fiscal Specialist position.

The Fiscal Specialist will be responsible for a variety of fiscal management and control activities, including balancing accounts, processing vendor payments, and recording agency receipts.

Essential Duties:

- Audits invoices for payment
- Records expenses and maintains vendor information
- Tracks and balances contracts
- Records receipts and refunds

Working under the Fiscal Supervisor, the Fiscal Specialist will also assist in the development, preparation and maintenance of financial reports, records, and statements.

Must exhibit strong organization skills and attention to detail. The Fiscal Specialist position must demonstrate interpersonal skills in responding to other agency personnel as well as vendor inquiries.

Education: Associates degree in accounting or a related field (preferred) or eighteen months of experience in accounting.

Computer Skills: Microsoft Office Suite, especially Excel