

Big Sandy Area Community Action Program

is seeking qualified candidates for a
Bookkeeper
in our Paintsville office.

Responsibilities include:

- Performing a variety of complex bookkeeping and accounting tasks
- Preparing financial, statistical and/or technical reports for funding sources
- Issuing checks from program accounts and maintaining an accurate file of disbursements
- Prepare journal and ledger entries
- Prepare monthly financial reports
- Account/Bank reconciliations
- Assist in preparing program budgets, year-end closings, preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures

Qualifications

- Associates Degree in Accounting or Business Administration (Bachelor's Degree preferred)
- Knowledge and experience in accounting principles and practices, cost accounting experience preferred
- Proficiency in relevant accounting software
- Attention to detail and accuracy
- Excellent organization, time management, and problem solving abilities
- Excellent interpersonal, written and oral communication skills
- Professional appearance and demeanor
- Must have a valid driver's license and access to an automobile.

**Qualified applicants may submit resume to : Big Sandy Area Community Action Program,
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.
Closing date for applications is Friday, May 24, 2019.**

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services.

An equal opportunity employer