



FRANKLIN VANCE WARREN
OPPORTUNITY INC.

POST OFFICE BOX 1453, HENDERSON, NORTH CAROLINA 27536
PHONE 252-492-0161 – FAX 252-492-6250



POSITION: ACCOUNTING CLERK

SUPERVISOR: Finance Director

Qualification:

Associate degree in Accounting or Business Administration with at least two years of experience in the areas of financial management, bookkeeping, or related area required. Knowledge and/or experience with federal and state program funding guidelines a plus. Competency in MS Office, databases and accounting software. Hands-on experience with spreadsheets and financial reports.

Duties and Responsibilities

- Provide accounting and clerical support to the finance department
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Assist with the reconciliation of general ledger accounts in a timely manner
- Data entry of financial transactions in accounting or office database
- Provide assistance and support to company personnel
- Function in accordance with established standards, procedures and applicable laws
- Serve as backup for other accounting staff in the finance department
- Other special assignments considered necessary for efficient operations of the finance department.