

P.O. Box 346
30 W. Broad Street
Camilla, GA 31730
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SWGA WORKFORCE INVESTMENT BOARD POSITION ANNOUNCEMENT

- POSITION:** FISCAL AND ACCOUNTING MANAGER – WORKFORCE DEVELOPMENT
- APPLICATION DEADLINE:** Application review begins immediately, but will remain open until filled.
- JOB DESCRIPTION:** Responsible for supervision and operation of all Workforce Investment fiscal and administrative services including accounting, planning, budgeting, reconciliation, purchasing, personnel, inventory, facility lease management, fiscal monitoring, technical assistance, research and policy recommendations. Additional information for this position is available on our website at www.swgrc.org
- MINIMUM REQUIREMENTS:** Must have at least a four year degree in accounting and 2-3 years accounting management experience. Candidate must also be computer literate to facilitate efficient accounting and have the ability to adapt to new systems and software. Must be detail oriented and have the ability to perform work of a versatile nature.
- APPLICATION PROCEDURE:** Interested candidates should submit a letter of interest highlighting relevant experience, resume, and names of three references to either:

Southwest Georgia Regional Commission
Attn: Sherry Knighten
P O Box 346
Camilla, GA 31730
or
sknighten@swgrc.org

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