

P.O. Box 346
30 W. Broad Street
Camilla, GA 31730
229-522-3552
229-522-3558 (fax)



SWGA WORKFORCE INVESTMENT BOARD POSITION ANNOUNCEMENT

- POSITION:** FISCAL AND MIS ASSISTANT – WORKFORCE DEVELOPMENT
- APPLICATION DEADLINE:** Application review begins immediately, but will remain open until filled.
- JOB DESCRIPTION:** Serve as financial associate, with emphasis on implementing and maintaining the Management Information System. As such, the Fiscal and MIS Assistant provides assistance to the Workforce Development Fiscal and MIS Director and the Director of Fiscal and Administrative Services in all financial matters including but not limited to, preparing financial reports, cash management, managing property control system, processing payment claims, maintaining knowledge of applicable laws and regulations, reconciliation, and budget development and analysis. Additional information for this position is available on our website at www.swgrc.org
- MINIMUM REQUIREMENTS:** Must have a four year degree in accounting or MIS. Must 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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