



SHAWNEE DEVELOPMENT COUNCIL, INC.

530 West Washington St. - P. O. Box 298 - Karnak, IL 62956-0298

Phone: (618) 634-2201 - Fax: (618) 634-9551

www.shawneedevelopment.org

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC
IS NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING:

FISCAL OFFICER

\$38,000-\$49,140

Shawnee Development Council, Inc. is seeking applicants for a Fiscal officer. The position will require Associate degree in Accounting (minimum education level). Work experience in bookkeeping (at a not-for-profit preferred).

Responsibilities include successful financial management, including experience developing and implementing financial strategies, managing budgets, overseeing financial reporting and compliance. Strong leadership, management skills, excellent analytical, problem solving and decision making a must. Ability to communicate financial information to the Executive Director, Program Managers and Board members. Passion for the mission of the organization, mentoring others and working as a team. Oversee all financial operations including accounting, budgeting, forecasting and financial analysis. Ensure accuracy and completeness of all financial responsibilities. Develop and maintain financial forecasting models that support long-term financial planning and decision making. Oversee all tax filing and compliance requirements with all relevant laws and regulations. Work closely with the Executive Director and Program Managers with program budgets. Ensure compliance with all financial reporting and regulatory requirements including tax filings, audits and other reporting.

Applications may be obtained by calling 618-634-2201. An employment application and resume should be submitted to Human Resources, SDC, Inc, PO Box 298, Karnak, IL 62956 or electronically to sdcpayroll@shawneedevelopment.org. applications will be accepted until position is filled.

Affiliations



Shawnee Development Council, Inc. is an Equal Opportunity Employer



Shawnee Development Council, Inc. is an equal opportunity provider and employer
Serving Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties

