

Accounting Specialists

South Central Planning & Development Commission is seeking multiple Accounting Specialists.

- This Specialist's main duty is to handle agency travel, which includes, making all travel arrangements (flights/hotels/rentals) as well as reviewing & verifying expense reimbursement request meet agency policy. They will also be responsible for creating monthly entries to properly allocate agency's vehicles and equipment usage is charged to the appropriate projects. Other responsibilities include, but are not limited to, data entry, balancing various spreadsheets & statements, and running errands.
- This Specialist's main duty is to assist with payroll processing and manage various payroll related spreadsheets. They will also be responsible for various time reporting entries for specific programs. Assist HR with collecting and processing various documentation. Other responsibilities include, but are not limited to, data entry, balancing various spreadsheets and statements.
- This Specialist's main duty is to assist with the financial management of the agency's active small business loans. These duties include but are not limited to processing monthly invoices, posting principal & interest payments, and accessing fees & additional charges. Other responsibilities include, but are not limited to, data entry, balancing various spreadsheets and filing.

The individuals should possess a minimum of a high school diploma and have 4 years' similar work experience or an Associate's Degree. They must also possess a valid driver's license and clean driving record. The ideal candidate should be proficient in Microsoft Office (specifically Excel and Word). This are full-time, hourly positions with permanent status and fringe benefits. Starting pay will be approximately \$17.50 - \$23.00 an hour depending on experience. Benefits include health/dental/vision/life insurance, retirement, paid holidays, vacation & sick leave. SCPDC is an EOE/ AAE

Resumes will be accepted until all positions are filled. Send resume to: SCPDC Accounting Specialist PO Box 1870, Gray, LA 70359 or email to: employment@scpdc.org