

VISION FOR EQUALITY, INC.

Employment Opportunity

Fiscal Assistant

ATTENTION

Vision for Equality, Inc. is currently seeking a Fiscal Assistant

Duties:

- Develops and tracks various projects and department grants, budgets and invoicing with H&S Business Partners
- Prepares Bank deposits via Panini system
- Reviews all fiscal correspondence and invoices
- Tracks all invoices, telephone bills, staff expenses, and credit cards
- Prepares and Tracks, Grants, grant letters, contracts and grant submissions
- Develops an Invoicing system for various projects
- Tracks purchasing, invoices and cost efficiencies
- Mediates Vendor interactions
- Knowledge of ADP payroll and reporting system
- Knowledge of Quick Books

Qualifications:

- Bachelors Degree or five years of Bookkeeping Experience
- Must have intermediate to above average computer skills
- Good organizational and communication skills and must be detail oriented
- Ability to prioritize and handle multiple projects in fast paced environment
- Excellent verbal, written and communication skills
- Ability to interact with wide range of personnel, contractors and vendors
- Must maintain confidentiality which is both essential and mandatory

Vision for Equality is an equal opportunity employer and encourages applications from qualified minorities, persons with disabilities and family members.

If interested, please contact Human Resources **by 5:00 PM - September 30, 2011**

Vision for EQuality, Inc.
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