

Friends Aware
Notice of Vacancy

Date Posted: 7/8/10

Date Closing: Position will be posted until successfully filled.

Position	Financial Assistant
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**Minimum
Qualifications**

- AA degree in Accounting or a related field and 3 years payroll experience or 7 years payroll experience
- Eligible to be bonded
- Extensive knowledge of Microsoft Excel/Word/Outlook
- Typing speed of not less than 30 words per minute.
- Knowledge of clerical cash processing functions and cash accountability control methods.
- A thorough knowledge of payroll regulations and changes set forth by the IRS, Comptroller of the Treasurer, Wage and Hour Division, Friends Aware Employee Handbook, including knowledge of compensation rates and related rules.
- Ability to work rapidly with a high degree of accuracy to meet weekly deadlines.
- Ability to accurately compute and balance time sheets, invoices and control records.
- Skill in using office machines.
- Possess a working knowledge of computerized accounts payable and payroll functions.
- Ability to adapt to a changing work environment.

**Benefits
Available**

- Health insurance
- Voluntary Dental Insurance
- Voluntary Life and Disability Insurances
- Paid vacation days
- Paid personal days
- Paid sick days
- Paid holidays
- 403(b) voluntary retirement w/paid match.
- Direct Deposit.

Instructions For Applying:

Individuals must submit a cover letter describing qualifications, a current resume with three (3) references and a FAI application to:

Friends Aware, Inc.
Attn. Human Resources
1601 Holland Street
Cumberland, MD 21502

All questions regarding this opening and requests for job descriptions may be directed to Jessica Neff;
jneff@friendsaware.org.

Friends Aware is an Equal Opportunity Employer.