

COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES INC.

POSITION VACANCY

DATE: August 19, 2021

JOB TITLE: Fiscal Officer

CLOSING DATE: September 3, 2021

BEGINNING SALARY: Negotiable

QUALIFICATION STATEMENT: THE APPLICANT MUST POSSESS:

Must have bachelor's degree in Accounting, Finance, Business Administration or related field:
Three years of professional level accounting experience including the areas of general accounting, fixed assets, depreciation, and agency tax reporting
Working knowledge of all related tax legislation and regulations
Proficiency with spreadsheet and word processing programs
Must demonstrate strong written, verbal, analytical and interpersonal skills
Ability to relate well to people from a variety of racial, ethnic, cultural, and socioeconomic backgrounds
Ability to gather and analyze data and produce concise reports and recommendations
Must have some understanding of, and the ability to apply basic management techniques
Must possess a valid Driver's License

A complete Position Description and an application may be picked up at the CAPHMLC office – 3516 Stringfield Road, Huntsville, AL 35810 or website: www.caa-htsval.org

Applications and resumes may be emailed to rgoodridge@caa-htsval.org

APPLICATIONS ARE ACCEPTED ONLY. NO PHONE CALLS PLEASE.

“An Equal Opportunity Employer”