



STATE ATTORNEY'S OFFICE CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF
HONESTY, INTEGRITY, AND RESPECT.

LOCATION: Lee County

DIVISION: Administration

POSITION TITLE: Fiscal Administrator I

DESCRIPTION:

The Fiscal Administrator is responsible for processing all state and county invoices. This position will require usage of the accounting module in BOMs as well as the usage of accounting databases in certain county systems. This person will also be responsible for ensuring that all statutory requirements are met regarding payment of invoices. This 40 hour a week position works closely with the finance department team as well as executive staff. Additional administrative functions to include but not limited to processing deposits, administering Purchasing Card Program and managing Westlaw access and Legal Publication.

We are seeking a positive, enthusiastic person with the ability to work well both in a team atmosphere and independently. The ability to multi-task and prioritize duties will be of the utmost importance.

This position involves administrative duties such as processing and uploading documents and reports, in a timely manner using various computer programs. If you have a desire to increase your knowledge and experience, this is an excellent opportunity to grow within the organization.

EDUCATION AND TRAINING:

Any combination of training and experience equivalent to graduation from a standard high school or an equivalency diploma.

SKILLS AND ABILITIES:

- Prior experience in accounts payable helpful, but not required.
- Organized, accuracy and attention to detail.
- Capable of following both written and verbal instructions.
- Ability to communicate effectively.
- Plan, organize, prioritize, and coordinate work activities
- Ability to multi-task.
- Self-starter
- Good time management skills
- Knowledge of Microsoft Word, Excel, and Outlook
- Knowledge of routine clerical procedures
- Ability to establish and maintain effective working relationships with others.
- Willing to learn new tasks and be part of an evolving environment.
- Project a professional image in person, on the phone and through e-mail correspondence.
- A commitment to the organization's values and vision.

Please email completed employment application to supportstaffapplicant@sao20.org.