



209 Dayton Valley Rd/PO Box 517 Dayton, Nevada 89403

(775) 246-7550 / (775) 246-7553 fax

[www.healthycomm.org](http://www.healthycomm.org)

### **Position Description: Fiscal Assistant**

We are looking to hire a motivated and enthusiastic individual to fill the full-time position of Fiscal Assistant at our main office in Dayton, NV.

**Pay:** Compensation \$18–\$22 per hour (DOE). The position is Grant funded and is not guaranteed.

**Full time (100% FTE):** Mon.–Fri. with occasional event participation. 160 hours annual PTO, 14 paid Holidays, medical, dental & vision insurance, or medical stipend available after 3 months.

#### **Knowledge and Abilities:**

The position requires QuickBooks experience, excellent communication, and computer skills; word, excel and the ability to work across multiple programs and grants, and multi-task in a busy environment.

#### **Primary Responsibilities:**

Work closely with Deputy Director, Office Manager and be a creative team player.

- Accounts Payable / Accounts Receivable
- Payroll
- Reconcile credit card statements.
- Bank deposits
- Organizational skills, filing, phones, mail
- Vendor relations
- Event planning
- Ordering supplies

Please send your resume to Lisa Selmi at [lisa@hcclsc.org](mailto:lisa@hcclsc.org)