

NOW HIRING



“This institution is an equal opportunity provider.”

Office Technician – Fiscal/Clerical

Central Office – 35 hrs/wk

240 DAY ANNUAL WORK SCHEDULE

TITLE OF POSITION: OFFICE TECHNICIAN – FISCAL/CLERICAL

SUPERVISED BY: Fiscal Operations Assistant/Administrative Assistant

GENERAL RESPONSIBILITY: Performs general accounting duties, assisting the Business Manager/Fiscal Officer in the accurate and timely management of the accounting functions and financial operations of Wyoming Child and Family Development, Inc. Performs clerical, typing, and general receptionist duties, as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

- Prefer an Associate’s degree from an accredited college and/or outstanding experience in Business Administration, Accounting, Computer Information Systems or other related fields. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- Must demonstrate ability and knowledge in secretarial skills, business English, and the ability to run office machines.
- Computer experience/knowledge is required.

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Please send a letter of interest to:

Central Office, P.O. Box 100, Guernsey, WY 82214
or email danielle.wondercheck@wyomingchild.org by **2/17/17**.

See Office Technician-Fiscal/Clerical job description for more detailed information at www.wyomingchild.org



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