

# **JOB OPENING**

## **FINANCE ASSISTANT**

Northwest Tennessee Development District is seeking a person to provide assistance in the Administrative Financial Department. This position reports directly to the Controller.

### **Duties May Include:**

- Preparation of the Annual cost allocation plan
- Calculating and monitoring local dues funding
- Write deposit slips daily for all accounts
- Preparing the 941
- Assisting with agencies budgets
- Balancing W-2s to 941s
- Assistance with bi-weekly payroll
- Bank reconciliation
- Be able to correspond with auditors when needed
- Other duties as assigned

### **Qualifications:**

- Bachelor's Degree in Accounting.
- Experience in Payroll and/or non-profit accounting a plus.
- Excellent math and communication skills.
- Strong working knowledge of Microsoft Word, Excel, and Power Point.

**Interested parties should email letter of interest and resume to [Emily.Payne@nwtd.org](mailto:Emily.Payne@nwtd.org) no later than January 15, 2021 at 10 a.m.**

*Northwest Tennessee Development District and Human Resource Agency does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*