

Job Announcement

Finance Clerk, CASA of South Mississippi

CASA of South Mississippi is a 501(c)3 nonprofit organization dedicated to serving the abused and neglected children of South Mississippi. CASA of South Mississippi seeks to hire a motivated and competent individual to assume the role of Finance Clerk in a growing nonprofit organization. The Finance Clerk position is under the supervision of the Finance Director and is responsible for providing quality administrative and clerical support to the organization.

Under general supervision, the Finance Clerk position provides administrative and support functions for the assigned office. The position includes the accurate processing of account payables/receivables and payroll, maintaining asset inventory, general office duties including physical plant operations and maintenance, greeting, and assisting the public, and routine clerical tasks.

This position requires a high school diploma or GED; supplemented by college level course work or vocational training in general business or a related field, supplemented by two years of previous experience and/or training involving business management/accounting; word processing and multiple software applications; preferably in a nonprofit or legal setting; or an equivalent combination of education, training, and experience. Due to the nature of the work, comprehensive background screening is required for employment with CASA of South Mississippi.

Skills necessary for success in this position include attention to detail and accuracy, proficiency in software applications including Microsoft Office (with strong emphasis on Excel and Word) and QuickBooks or comparable accounting software, strong organization skills, effective communication both verbally and in writing, ability to effectively manage tasks and meet deadlines and maintain a high level of confidentiality as it pertains to personnel records and other sensitive agency information.

The Finance Clerk position is a full-time position (40 hours per week) that includes the following benefits:

- Paid time off (annual and sick leave)
- 100% employee medical insurance premium paid for by company
- Ability to participate in company sponsored IRA inclusive of 3% company match
- Short & Long-term Disability policy paid for by company
- Term Life Insurance policy paid for by company
- Opportunity for professional growth and advancement

(Note: The position may occasionally require evening and weekend work)

Interested parties should submit their resume and cover letter via email no later than Tuesday, October 1, 2024, to the individual below:

Cynthia Chauvin
Executive Director, CASA of South Mississippi
644 Dunbar Avenue, Bay St. Louis, MS 39520

Email: cynthia@casasouthms.org
(no phone calls please)