

FISCAL SPECIALIST

Seeking detail-oriented individual with data entry and customer service experience to perform general accounts payable, technical assistance, and clerical duties. Requires excellent oral and written communication skills, typing 40 wpm, and ability to problem-solve and handle a variety of tasks.

Successful applicant must demonstrate a commitment to providing excellent customer service. Requires strong organizational and follow-up skills as well as great attention to detail with an emphasis on maintaining deadlines, accuracy and quality, flexibility, and proficiency in MS Office and data base applications. Applicant must have ability to maintain customer confidentiality and interact effectively with co-workers and other departments.

Requires a minimum of [two years](#) of customer service, data entry, or fiscal-related experience. Excellent benefits.