

To Apply: Complete an online General Employment Application and Self-Identify documents at www.ksiinc.org and submit. If you need an accommodation to fill out the application please call 302-422-4014.

Finance/Administrative Assistant

Do you like being part of a great team? Do you communicate with a kind word and a smile? Are you organized and efficient?

We are looking for you to join our TEAM.

Job Summary: This position is a full-time position which supports the Accounts Payable Department and reports directly to the Vice President of Finance and Technology. Office hours are Monday – Friday 8:00 a.m. – 4:00 p.m. This position is a Pay Grade 4, with starting pay of \$20.00 p/h. Company offers Health/Dental Insurance, 401 K, company paid Accidental Life & Disability and other company discounts along with Vacation and Holiday pay.

GENERAL DESCRIPTION: This position is responsible for processing and supporting the agency's Accounts Payable process; Billing for community-based and in-house production services; Maintaining various financial document files; and Performing other duties in support of the fiscal department.

ESSENTIAL FUNCTIONS: Must be able to perform a variety of office and computer duties; Process daily accounts payable activity, verify vendor invoices to authorizing documents, enter payables into KSI's accounting system, Generate Cash Demand reports for management approval, print vendor payments (checks) and Fast Pays on an as needed basis, and Generate invoices for billing. Must maintain confidentiality and adhere to HIPPA. Must have efficient interpersonal skills; Critical thinking; problem-solving skills; and multi-tasking capabilities.

PHYSICAL REQUIREMENTS: Must be able to work at a consistent pace and have full range of motion. Must be able to occasionally lift up to 25 lbs. The ability to stoop, bend, and push or pull, while utilizing office equipment or office machinery. Sitting or standing for periods of time throughout the day.

QUALIFICATIONS: High School Diploma or equivalent is required. Applicant must be 18 years of age. Minimum of three years of administrative experience preferred and be proficient in Microsoft Outlook, Microsoft Word, Excel, Power Point, and SharePoint. Possesses excellent, written and verbal communication skills, Ability to work independently and within a team along with excellent organizational and planning skills are required. Must be able to pass a background check, adult and child abuse registry check and sex offender listing check along with pre-employment drug screening. Must possess a valid driver's license with no more than two moving violations at time of hire.

**KSI provides equal employment opportunities to all employees and applicants for employment.
F/M/Vet/Disabled/Sexual Orientation/Gender Identity**