

## **Employment Opportunities Finance Administrator**

Northwest Tennessee Economic Development Council is now accepting applications for the position of **Finance Administrator**. The individual selected for this position will be centrally located in the Central Office in Dresden, TN.

**Essential functions:** Serve as chief accounting administrator of the Agency; responsible for keeping accurate financial records which reflects the financial situation of all Agency programs; provides assistance in the area of administration and fiscal operation and ensures compliance with State and Federal and Agency policies; preparation of budgets, amendments, revisions and other financial requirements; responsible for updating of Cost Allocation Plan and Fiscal Policies and Procedures Manual, as well as preparation and submittal of Indirect Cost Rate Proposal; supervision of all finance related staff.

**Qualifications:** Certified Public Accountant or has at minimum a baccalaureate degree in accounting, business, fiscal management, or related field required. At least two to five (3-5) years' experience in fund accounting principles. Additionally, the candidate must have knowledge/skills of state and federal regulations for operation of state and federal contracts; excellent organizational, verbal and written communication skills; computer skills including databases, word processing, spreadsheets, Internet and email; ability to assume responsibilities for all financial records including budgets, disbursements and payroll.

**Salary range: \$64,764.54(commensurate with education/experience) \$32.65 per hour  
Full-Time/Exempt position  
12 month/ 76 hours biweekly position  
Excellent benefits package**

*Please go to our website – [www.nwcommunityaction.org](http://www.nwcommunityaction.org) – Careers Page to download or complete an online employment application. Applications may also be picked up locally at any of our Center locations or you may call (731)364-4823 to have an application mailed, faxed or emailed to you for your convenience.*

**Submit Completed Applications to:  
Northwest Tennessee Economic Development Council  
Attn: Human Resources – Suite 210  
231 South Wilson Street  
Dresden, TN 38225  
(731) 364-4823  
REFERENCE: Finance Administrator**

**Deadline for receiving applications in the Dresden Central Office is by the  
close of business on February 7, 2025**

Incomplete and faxed applications will not be accepted.

**NWTEDC is an Equal Opportunity Employer**