



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Financial Administrator

Description:

Preferred Personnel's client is seeking a Financial Administrator for their Child Care Program to join their team!

Responsibilities:

- Serves as the data entry operator
- Compares various computer data reports for accuracy and consistency
- Provides quality control of files and data entry
- Serves as back-up for other staff when they are not available
- Generating reports

Qualifications:

- Previous administrative and accounting experience
- Excellent Data Entry Skills
- Must be proficient in Excel
- Computer skills: Windows, MS Word, Excel, typing and 10- Key
- Well-developed oral and written communication skills

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com