



**The Agency for Substance Abuse Prevention is now accepting resumes for a Finance Assistant.**

**Qualifications:**

- Bachelor's Degree in Business Administration, Accounting and/or Finance.
- Capable of working both independently and collaboratively.
- Proficient in Microsoft Office: Word, Excel and PowerPoint
- Excellent verbal and written communication skills.
- General knowledge of GAAP.

**Minimal Responsibilities:**

- Assist with general bookkeeping by conducting day-to-day accounting tasks.
- Learn and utilize the Alabama Substance Abuse Information System (ASAIS).
- Support single audit preparation by organizing and preparing necessary financial documents.
- Conduct budget analysis for projects and programs.

**Send resumes to: [msease.finance@gmail.com](mailto:msease.finance@gmail.com)**