

Administrative Position Available Fiscal Coordinator

The Region 8 Planning and Development Council is accepting applications for the position of Upper Potomac Area Agency on Aging (UPAAA) Fiscal Coordinator. The Fiscal Coordinator is responsible for assisting the UPAAA Director with planning and monitoring of all senior service related grant activities with Provider agencies. This includes technical assistance to grantee agencies to ensure compliance with federal and state requirements. The Fiscal Coordinator will perform accounting functions as necessary, including development and monitoring of UPAAA Grants. This position requires a bachelor's degree in Business Administration or related field with a concentration in accounting is preferred. Experience in budgeting, planning and administration of State and Federal funds is advantageous. This is a full-time position with a salary range of \$29,000-\$34,000 annually. Fringe Benefits include Employee Health Insurance and participation in a retirement system. Mail resumes to Executive Director of the Region 8 PDC, 131 Providence Lane, Petersburg, WV 26847. Resumes may be rejected if post marked after October 1, 2018. The UPAAA / Region 8 PDC is an equal opportunity employer.