



Anson County Partnership for Children is currently seeking applications for full time position as

ASSISTANT CONTRACTS AND FISCAL COORDINATOR

Position Summary: Anson County Partnership for Children is currently seeking a full-time Assistant Contracts and Fiscal Coordinator. This position reports to the Executive Director and provides executive-level, financial, programmatic and administrative support in the day-to-day operations of the Partnership.

Requirements

- **Minimum of AA Degree in Business, Accounting or a related field and 5 years' experience in contracts and fiscal management**
- **Excellent skills in wide range of technology**
- High integrity, trustworthy, dependable, professional
- Excellent written, verbal and customer service skills
- Ability to work independently, as well as with a team
- Ability to work under pressure and strong attention to detail
- Daily use of a reliable car, valid driver's license and willingness to travel as needed
- Ability to lift up to 50 pounds
- Criminal background check and drug screen

Compensation based on education and experience.

Application deadline is Friday, June 2, 2017, 5:00 pm.

ACPC application and job description are available at www.ansonchildren.org and in the ACPC Early Childhood Resource Center between 1-5 pm.

To apply: Send resume, completed ACPC application and cover letter to:

**Anson County Partnership for Children
Attention: Caroline M. Goins, Executive Director
117 South Greene Street
Wadesboro, NC 28170
caroline.goins@ansonchildren.org**

Anson County Partnership for Children does not discriminate on the basis of race, color, sex, national origin, religion, age, sexual orientation or disability in employment or provision of service.