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# FISCAL ASSISTANT RESUME

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## Objective:

To obtain a Fiscal Assistant position which will challenge me and help the organization continue to be successful.

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## Summary of Skills:

- Through knowledge of mission, values, and policies in the performance of daily duties
  - Ability to maintain confidentiality in regards to staff and family information
  - Ability to multi task and provide consistency of services
  - Ability to operate calculator, typewriter, computer, postage machine
  - Wide knowledge of Child Abuse and Neglect Policy
  - Excellent team management skills
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## Work Experience:

Fiscal Assistant  
CentroNia, Las Vegas, NM  
August 2005 to till date

- Maintained reference list of vendor, contractors, lessons and other providers for Agency.
- Solicited bids for site maintenance repair contracts.
- Compiled and submitted contracts for approval.
- Ensured that all reports and records are maintained accurately and promptly.
- Completed required vouchers for child care assistance.

Fiscal Assistant  
MyFlorida, Las Vegas, NM  
May 2000 to July 2005

- Maintained a complete set of records of accounts payable and receivable transactions.
  - Maintained Accounts Payable and Receivable subsidiary ledgers.
  - Prepared accounts payable aging schedule and reconciliation.
  - Compiled data and reports for statistics and reporting compliance purpose.
  - Calculated and summarized non-employee compensation.
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## Education:

Associate Degree in Accounting  
University of Iowa, Iowa City, IA

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