



**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**FINANCIAL ASSISTANT**

**REPORTING RELATIONSHIP:** The Financial Assistant is responsible for assisting the Assistant Chief Fiscal Officer and the Chief Fiscal Officer with the day to day operations of the finance office, reports and projects. May be required to work additional hours. Non-exempt position

**QUALIFICATIONS:** High School Diploma or GED equivalent. Great knowledge of Excel and Excel functions, Incredible attention to detail to catch errors, top of the line math abilities, Great organizational skills, good knowledge of accounting practices, amazing time management skills, ability to follow company policies, ability to work independently and on a team. Candidate must complete pre-employment background/post offer drug screening. Must have valid NYS license and method of transportation.

**LOCATION:** 430 East Main Street, Batavia, NY

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

**2/9/2022**

**DEADLINE:**

**ASAP**

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.