



## POSITION ANNOUNCEMENT

### *Accountant*

ROCIC announces an opening for the position of Accountant. ROCIC offers an excellent benefit package, including medical, vision and dental insurance, a 403(b) retirement program, and life and disability insurance. This is a non-exempt position.

Annual Salary: \$46,696 - ROCIC Salary Table GS 7,1

#### QUALIFICATIONS:

Education – Associate’s degree in accounting or related field.

Experience – Four (4) years’ experience in bookkeeping using a computer-based accounting system. Must have proficient computer skills and strong familiarity with MS Office products, especially Excel. Must have strong time-management skills and the ability to maintain confidential information. Must be detail oriented. Excellent organizational skills required.

#### DUTIES:

Completes accounting and clerical functions, to include accounts receivable, accounts payable, and payroll. Functions include but are not limited to, general ledger reconciliation, create and maintain Excel spreadsheets, and process expense reports.

Works within established accounting system and procedures, both manual and computerized, in order to adequately control and report Grant funds, member service fees, project income, personnel, payroll, retirement, fringe benefits, and fixed asset inventory.

Assists with any audits of ROCIC including the preparation of necessary documents.

Assists in accomplishing the goals and objectives of ROCIC and any other duties or projects assigned by the HR and Fiscal Manager.

#### **Candidate will be subject to:**

- Drug Testing
- Extensive Background Investigation
- Law Enforcement sensitive and potentially graphic or offensive material

ROCIC is an organization composed of criminal justice agencies in the southern United States working together to combat multi-jurisdictional criminal activities.

Position is located in Nashville, TN – ROCIC will not pay relocation expenses.

**ROCIC is an equal opportunity employer.**

**Interested candidates should submit a letter of intent and resume to [humanresources@rocic.riss.net](mailto:humanresources@rocic.riss.net) or mail directly to:**

**ROCIC  
Attn: Cristal Pierceall  
545 Marriott Drive, Ste 850  
Nashville, TN 37214**