



Job Listings @ Area Businesses

For OFTC Students & Alumni

These job openings are posted by OFTC's Career Services on behalf of local businesses in our communities. OFTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.

Job Title: Finance & Administration Assistant

Company:	Dinex Emission	
Contact:	Anouska Edwards	
Job Location:	Dublin, Ga	
Posting Date:	05/02/2024	
Closing Date:	Open until Filled	
Phone/Email:	aed@dinexemission.com	
Service/Product		
Hours/Week:		Shift: Full-time
Salary:		Benefits: Included
Travel Necessary:		Relocation:

To Apply:

Applicants can send resume to aed@dinexemission.com For assistance or more information, please contact Saketta Brown, OFTC Career Services, sdbrown@oftc.edu.

Skills Needed and Description of Job:

- Processing work orders, supplier invoices, purchase orders, expenses claims, account payments, and payroll.
- Assisting the financial management team with credit control processes, budget planning, and expense analysis.
- Maintaining a digital record of all financial transactions, documents, and supplier information.



- Coordinating daily financial tasks with the financial management team to optimize workflow.
- Managing changes of staff members' financial information if needed.
- Compiling financial data to prepare monthly revenue reports and ensuring that client accounts are accurate and up to date.
- Bookkeeping of payments for capitalized assets.
- Reviewing and processing expense reports.
- All other accounting responsibilities as assigned.

Qualifications:

- A bachelor's degree in finance, business administration, or a similar field (Preferred).
- A minimum of 1 years' experience working as a financial admin assistant.
- Working knowledge of accounting software and proficiency with MS Office.
- Meticulous attention to detail and ability to perform tasks with accuracy and efficiency in mind.
- Excellent analytical skills and financial prowess.
- Good organizational and time-management skills.
- Strong team player with solid communication skills.
- High levels of integrity and ability to handle confidential information.