

## **QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE:**

Graduation from a four-year college or university, preferably with specialization in business administration, business management, finance or a related field; or any equivalent combination of experience and training.

1. Computer skills, (Microsoft Suite, AS-400 desired)
2. Be able to work well with others
3. Have good math skills
4. Be able to multi-task
5. Be detail oriented
6. Good communication skills

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business documents, technical procedures and government regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from department heads, clients, customers and the general public.

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.