

Accounting Clerk/Administrative Assistant (Part-time)

Location: Lantana, FL

211 Palm Beach/Treasure Coast is looking for a dynamic person to fill the Accounting Clerk/Administrative Assistant position. The successful candidate will report to the Vice President of Finance & Administration and will be responsible for a variety of daily tasks, all of which support the administrative and development team.

Responsibilities will include:

- Assist with Accounts payable/receivable
- Ensure prompt payment of invoices
- Assist with payroll preparation
- Assist with department grants/budget preparations
- Maintain a comprehensive financial filing system
- Draft correspondence and reports
- Ordering and monitoring office supplies
- Process incoming/outgoing mail
- Act as liaison with vendors
- Provide support to the development department with donor mailings and fundraising event coverage when needed

Qualifications/Required Skills:

- Experience in accounts payable
- Experience as an Administrative Assistant
- Strong organizational skills including the ability to manage multiple tasks simultaneously
- Must have advanced level of proficiency using MS Office Suite, particularly Excel, Word and Outlook
- Must have high attention to detail
- Strong communication skills, both written and verbal
- Must possess a team-player attitude and be willing to assist on a variety of projects by adjusting priorities as needed
- Accurate data entry skills

Position Requirements: High school diploma or equivalent; general accounting experience preferred with minimum 2 years administrative experience. Must be fluent in English.

Wage: \$13.00 per hour

Job Type: Part-time

All employment is contingent on successful completion of drug and background screening.

Email resume and cover letter to jobs@211pbtc.org

EOE