

Part Time - Accounting Clerk

The accounting clerk is a part time position working 23 hours a week in the Elizabeth City Office. This is not a remote job position.

Must have Quickbooks software experience.

Specific days and occasionally weekends for special projects related to annual audits or working with the Accountant.

Summary of duties::

The accounting clerk is responsible for recording and maintaining financial data by entering transactions into accounting software, preparing invoices, managing payables, and ensuring the accuracy of financial records, under the supervision of the Grants and Accounts Payable Director. This position also acts as back up front desk/Cashier during the lunch hour or when staff is on vacation etc. and other duties include-performing routine clerical tasks related to the organization's financial operations.

Perfect Job for individual looking to work part time accounting and clerical work.