



American Legion Auxiliary *Department of Ohio*

PO Box 2760, Zanesville Ohio, 43702

740-452-8245 / www.alaohio.org

Non-Profit Organization seeking Part time Bookkeeper in Zanesville, Ohio.

Opening for an experienced professional to assist the executive office of a non-profit organization.

Excellent opportunity for a self-starter in a very fulfilling position.

The right candidate must be an energetic, sociable, driven, and honest person. Should be willing to learn new skills and have (or develop) an interest in the position. The candidate must have a very good working knowledge of computer software packages including but not limited to MS Office and QuickBooks.

Duties include but are not limited to:

- Using QuickBooks on a daily basis.
- Performing bookkeeping duties, to include AR/AP.
- Responsibilities will include assisting the Executive Director in operational and financial duties.
- Answering phone calls and working with customers and vendors.
- Data entry and processing

Job Requirements:

- Previous experience and knowledge of QuickBooks.
- Previous experience and knowledge of Microsoft Office.
- Bank Reconciliation experience.
- Must have ability to multi-task.
- High school degree required, associate degree a plus.
- Accounting Experience is a plus but not required.
- Willingness to cross train is essential in a small office environment.
- Out of town travel including weekends is expected periodically.

All Hires are subject to a background check