

***Community Action Partnership of Lancaster and Saunders Counties is a private,***

***not-for-profit organization with the belief that extraordinary employees have the power to***

***positively transform lives and communities. We value people who are passionate, ethical,***

***and dedicated to empowering those living in poverty to reach economic stability.***

**Accounting Assistant – Part Time**

The Accounting Assistant position is a part-time position, generally 25 hours per week.

**Key responsibilities include:**

* Reconciling invoices and credit card statements
* Preparing accounts payable check and electronic payments
* Review and edit general ledger and voucher sessions
* Scanning and filing of department documents
* Assist with administration of AP and AR

College course work in Accounting or a related field strongly preferred. Relevant experience

may substitute for education requirement. Some experience in various accounting fields preferred.

Training or experience in the non-profit sector would be helpful. Strong verbal and written proficiencies

of the English language required. Excel and Access experience preferred.

**For more information please contact Human Resources at 402-875-9315 or**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

**Resumes and cover letters should be sent to:**

[**mandrews@communityactionatwork.org**](mailto:mandrews@communityactionatwork.org)

\*\*\*

Community Action Partnership of Lancaster and Saunders Counties is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, marital status, veteran status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other status protected by state or federal law.