



Financial Assistant

Homespace is hiring a less than part time (10-20 hours) Accounting Assistant to provide support to the Administrative Director. Duties include preparing and entering A/P, A/R, invoicing, cash deposits, and assisting with month end duties. Basic accounting background and prior work experience preferred. Background performing month-end closing processes including journal entries, account analysis, management reporting, financial statements, and balance sheet reconciliations desirable. Microsoft Office and QuickBooks experience is required. Candidate must be detail oriented and self-directed with excellent communication and organizational skills. Applicant must have a valid NYS Driver License, reliable transportation and will need to be cleared thru the NYS Central Registry, Morpho Trust Fingerprinting & Criminal History Check. **No Phone Calls.**

If interested, please contact send resume to:

Homespacejobs@hotmail.com

Attn: FAPT318