

Job Posting

Staff Accountant

EPIC – Every Person Influences Children is a not for profit whose mission is to help families, schools and communities raise children to become responsible and successful adults. EPIC is hiring a part-time (20-25 hours) Staff Accountant that will report directly to the CFO. Duties include preparing and entering A/P invoices and A/R and cash receipts, A/R invoicing, reconciling bank and credit card statements, payroll functions, on-boarding of new employees, and assisting with various HR functions.

Basic accounting and office experience required. Degree in related field preferred. Candidate must be self-directed, have excellent communication and organizational skills, proficiency in Microsoft Excel and belief in EPIC's mission.

Send resume and cover letter to Jennifer A. Majeski, CFO at hr@epicforchildren.org. Applications without a cover letter will not be considered.

EOE

No phone calls please!