

## **Bookkeeper/Administrative Assistant**

### **Bald Head Island Conservancy**



### **Position Description**

The Bald Head Island Conservancy (BHIC) is an environmental non-profit organization whose mission is We Discover, Learn, Conserve, and Preserve. We are seeking an experienced professional to assist in the organization's financial and accounting responsibilities as well as occasionally perform administrative functions. The work requires integrity, dependability, attention to detail, and an understanding of internal accounting controls. Our campus is located on Bald Head Island which is accessible only by ferry from Southport. Flexibility is key to this position, along with a team first positive attitude. The position is part-time at 15-20 hours per week and requires occasional workdays on Bald Head Island.

### **Primary Responsibilities**

- Quickbooks utilization for variety of financial transaction types
- Accounts Receivable/Accounts Payable
- Maintain strong vendor relationships via professional communications
- Collect receipts and backup documentation for all payables transactions
- Administrative support for Executive Director and other departments as needed
- Other duties as assigned

### **Qualifications**

- Quickbooks experience, minimum 1 year
- Work well in team-oriented professional environment
- 2+ years accounting and data entry experience
- Computer proficiency with strong knowledge of MS Office applications
- Ability to be self-directed with strong attention to detail

### **Position Details**

- Part-time 15-20 hours per week with potential for full-time employment.
- Ferry tickets and parking at mainland ferry terminal are provided
- Pay rate will depend on experience and qualifications

### **How to Apply**

Send a cover letter, resume, and a list of professional references to Finance Manager Diane Cahoon at [diane@bhic.org](mailto:diane@bhic.org). Position is available immediately. Applicant must possess a valid driver's license. Background check required for employment.