

## **Finance Clerk/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 join our team and assist in the organization's financial and accounting responsibilities as well as perform functions as an administrative assistant. The work requires integrity, dependability, attention to detail, and an understanding of internal accounting controls. Our campus is located on a barrier island that is accessible only by ferry from Southport, NC. Flexibility is key to this position, along with a team first positive attitude. Candidates may be considered for part-time or full-time employment.

### **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 or Full-time. Full-time exempt employees receive benefits including 80% of BCBS health, dental, short and long-term disability, retirement
- Ferry tickets and parking at mainland ferry terminal are provided
- Expected to occasionally work on nights, weekends, and holidays
- Pay rate expected to be \$15-17 per hour depending on qualifications

### **How to Apply**

Send a cover letter, resume, and a list of professional references to Business Operations Director Darice Voigt at [darice@bhic.org](mailto:darice@bhic.org) Position is available immediately. Applicant must possess a valid driver's license. Background check required for employment.