



## **Finance Assistant, Bald Head Island Conservancy, Inc.**

### **POSITION DESCRIPTION**

The Bald Head Island Conservancy (BHIC) is an environmental non-profit organization whose mission is community-based barrier island conservation, preservation, and education. We are seeking an experienced professional to join our team and assist in the organization's financial and accounting responsibilities. This work requires integrity, dependability, attention to detail, and an understanding of internal accounting controls. This position is part-time, 16-24 hours weekly at our campus located on a barrier island that is accessible only by boat or ferry. Flexibility is key to this position, along with a positive attitude.

### **PRIMARY RESPONSIBILITIES**

- Open mail daily and distribute.
- Post checks and payments received in Accounting system.
- Prepare bank deposits as needed.
- Run company errands/make deposits as needed.
- Contact vendors/answer emails regarding their bills when discrepancies occur.
- Collect receipts and backup documentation for all payables transactions.
- Reconcile all company credit card statements.
- Assist Finance Manager with various Accounting tasks as needed.
- Assist with finance portion of all company fundraisers.

### **QUALIFICATIONS**

- 2+ years of Accounting/data entry
- Quickbooks experience, minimum 1 year
- Data entry experience.
- Computer proficiency with knowledge of MS Office applications.
- Ability to be self-directed and work within a team environment.
- Must possess a valid Driver's License
- Background check is required.

### **POSITION DETAILS**

- Part-time/hourly without benefits
- Ferry tickets and parking at mainland ferry terminal are provided
- Expected to occasionally work on nights, weekends, and holidays
- Salary commensurate with experience

**TO APPLY**

Please send a cover letter, resume, and a list of 3 professional references to Finance Manager Darice Voigt at [darice@bhic.org](mailto:darice@bhic.org). Application deadline is July 31, 2019.