

JOB OPENING

JOB OPENING: Accounting Assistant

Job description:

The Accounting Assistant is directly accountable to the Comptroller. We are located in mid-town Manhattan.

Duties and Responsibilities:

Prepare and make bank deposits
Process credit card donations
Provide reports of deposits using Excel
Work with auditors as requested
Assist with other duties assigned by the Comptroller
Scan and stamp checks
Scan and make copies of documents

Skills

Experience with Microsoft Word and Excel
Positive attitude toward staff and donors
Exceptional organization, time management and prioritization skills
Must keep a high level of confidentiality and professionalism
May be required to lift up to twenty pounds

Email resumes to pr@catholicleague.org

No phone calls please.