



## **Accounting Specialist – Part Time**

### **Reports to Executive Director**

**Job purpose:** The Accounting Specialist supports the National Eagle Center's administrative, development, and financial systems by providing excellence in accounting and record keeping.

### **Bookkeeping and Accounting**

- Primary duties include: accounts payable, accounts receivable, payroll
- Provide support for retail store regarding cash/credit reconciliations and daily deposits
- Maintain accurate and up to date financial records
- Provide regular financial reports for staff and Board, as requested

### **Organizational Administration and Support**

- Maintain corporate records including required state/federal filings, trademarks and other
- Maintain accurate, complete employment records, required filings, vendor contracts and insurance records
- Assist with benefits coordination
- Assist with maintenance of administrative systems and coordinate contract assistance for office equipment including (but not exclusive to) phones, copier/scanner and IT
- Support Development department through cross-training on donor database system, reconciling financial and donor records, generating reports as requested
- Support Visitor Services team by cross- training in point of sale system and retail operations

Other duties as requested.

Part-time, hourly.

Typically, 10-15 hrs/wk, flexible schedule with extended time at certain times of the year.

### **Requirements**

- Experience in QuickBooks accounting software and strong willingness to become expert in its use
- Highly organized, strong attention to detail, and ability to handle confidential information in a professional and trustworthy manner
- Familiarity and experience with CRM database preferred
- Ability to handle diverse tasks and manage deadlines effectively
- Desire to work in a collaborative team environment
- Excellent customer service skills, experience preferred
- Strong desire to support the mission and programs of the National Eagle Center