



Job Title:	Accounting Assistant Temporary - 3 Month Project	Reports to Job Title:	Controller
Department:	Accounting	Division:	Administration
Direct Report(s):	None	FLSA Status:	Non Exempt
<input type="checkbox"/> New Position	<input type="checkbox"/> Revised Position	Last Revised:	3/13/2017
Status: Full Time Flexible Schedule	Internal Posting Date: 6/8/2017-6/13/2017	External Posting Date: Until Filled	Salary Scale: \$15.00

Please Visit Our Website To Submit A Career Opportunity Application, Resume and Letter of Interest.

- Must have 2-3 years of general accounting principles
- Preferred accounting and/or finance education
- Must have intermediate Excel experience and general Microsoft Office experience