

Northeastern Center, Inc.
POSITION OPENING

Position Title: Staff Accountant

Position Type: Administrative

Position Location: Administration - 1st Floor

Shift: 1st Shift

Full or Part Time Status: Full Time

Position Duties: The Staff Accountant assists the Fiscal Coordinator in the monitoring and oversight of the agency's fiscal operations.

Experience Expectations: Two years' in general office setting; two years' of direct bookkeeping and accounting experience preferred; Proficiency in Microsoft Office products including Word and Excel.

Education Expectations: Bachelors in accounting or related field

Date Position Opened: 01/24/2020