



JOB POSTING

**Community Living Options
Kalamazoo, Michigan
Accounting Assistant Position**

Accounting Assistant: Responsible for general accounting and record keeping in Finance Department. Also responsible for helping oversee the financial records of Community Living Options.

Hours: Full-time, primarily Mon.-Friday 8:30a-5:00p

Position Requirements – Essential: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. High School Diploma or equivalent.
2. Two years of education in accounting or business field plus one-year relevant experience preferred, or a combination of four years related education/experience. No college degree required.
3. Ability to work with individuals of diverse backgrounds.
4. Demonstrated ability to communicate in both verbal and written format.
5. Experience and knowledge working with computers. Experience with Excel.
5. Ability to work effectively in a team setting.
6. Reliable transportation.

Position Requirements – Non-essential:

- 2.1 Ability to lift a minimum of 25 pounds.

Salary & Benefits: \$16.00/hour, plus benefits

To apply: Please visit <https://secure6.saashr.com/ta/6178098.careers?CareersSearch> to complete online application or email letter of interest and resume to mvaden@communitylivingoptions.org

Deadline: Until filled

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M/F/H/V