



Employment Opportunity

Finance & Administrative Support, Part-time Catawba Science Center, Hickory, NC

Catawba Science Center seeks an individual with an interest in customer service and a high level of proficiency at data entry, deposit reconciliation, and processing payables and receivables. This individual serves in a primary role by answering and redirecting phone calls in addition to supporting the finance officer in routine duties. The ideal candidate is organized and detail-oriented, able to multi-task by accepting phone calls, efficiently ask and answer questions while completing data entry. This position requires the individual to quickly learn how to use a specialized computer program for all data entry, understand filing systems and handle other daily routines. The applicant must be able to work Monday through Friday from 9:00 AM through 1:00 PM.

Desirable Qualifications: Minimum Associates degree and 3 years finance related experience. Excellent customer service, computer and organizational skills, proficiency in MS Office software. Demonstrates ability with computer skills and a fast learning style.

Compensation: \$9.00/ hour.

Apply by sending cover letter, resume, and list of 3 references to: jobs@catawbascience.org. Inquiries and resumes accepted via email only. CSC is an Equal Opportunity Employer.

Hours worked per week: 20

Major Function:

Operational support for administrative functions for finance department.
Secondary role in supporting other departments with data entry.

Accountabilities:

1. Provides administrative and operational support for the finance department by reconciling deposits and handling routine cash management roles, and recording all transactions. Assists the finance officer in processing receivables, payables and preparing financial reports.
2. Serves as primary morning phone receptionist answering incoming phone calls, answering questions and redirecting calls to appropriate individuals.
3. Receives, sorts and processes daily mail, distributing mail to proper departments.
4. Supports finance office in various filing and data management responsibilities.
5. Maintain files and record-keeping systems
6. Learns software used for financial reporting in support the above functions.
7. Other duties as required.

The evaluation of this position is related to the following statistical measures:

- Accurate, efficient processing of all data and handling of paperwork and transactions.
- Ability to handle information confidentially and with discretion.
- Submittal of reports on a timely basis as needed.
- Assist in cost analysis of all programs and activities.