



Employment Opportunity

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

Catawba Science Center seeks an individual with a high level of proficiency in financial management, data entry and excellent customer service skills to provide financial and administrative support. Duties include assisting the Finance Officer with routine tasks, including cash reconciliation, data entry, and record-keeping, and sharing responsibility for general office support and reception duties with other support staff. Work schedule: Monday - Friday, 9:00 AM -1:00 PM.

Qualifications: Minimum Associates degree and 3 years finance related experience required. Experience with non-profit accounting preferred.

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.