



ACCOUNTING ASSISTANT

If you are willing to take on challenging and diverse assignments with a commitment to performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need.

SUMMARY

ACDS is seeking an Accounting Assistant to provide a variety of administrative and clerical support for the finance and administration area. Responsibilities include assisting with weekly A/P; preparing weekly bank deposits; maintaining a contractor / vendor listing and current insurance certificates; updating automated inventory tracking system for company assets; and maintaining accurate documentation and records for back-up. This position offers the opportunity to learn and grow in accounting and the housing and community development field.

LOCATION: Annapolis, Maryland

SCHEDULED HOURS: Full-time 40 hours

QUALIFICATIONS

The Accounting Assistant position requires an Associate Degree in Finance, Accounting or a closely related field with directly relevant work experience; training and experience which provides the necessary knowledge, skills and abilities. Successful candidates will have demonstrated knowledge of MS Office and Outlook, and basic familiarity with spreadsheet accounting software preferred. The position requires exceptional organizational and analytical skills, detail-oriented approach to tasks, commitment to establishing and maintaining strong communication and people skills.

SALARY /BENEFITS

Salary ranges from mid to upper 30's depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

HOW TO APPLY

Please include cover letter to:

Human Resources
Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210
Annapolis, MD 21401
Or, email to hresumes@acdsinc.org
Or, Fax (410) 222-7619

An Equal Opportunity Employer
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