

POSITION AVAILABLE -- ACCOUNTANT

America's Keswick is seeking to fill a part-time Accounting position in our Finance Department.

The person applying for this position must be a mature Christian, able to effectively lead and demonstrate Christ-likeness. It is imperative that this person conduct him/herself at all times in such a manner as to uphold a solid testimony in harmony with traditional, conservative, evangelical values. He/she must completely adhere to the doctrinal position of America's Keswick and seek to live the principles of God's Word.

Educationally, this staff member should possess a minimum of a high school diploma.

Experientially, this person should possess a minimum of 5 years' experience in the areas of accounting, finance or bookkeeping.

The successful candidate will possess a strong working knowledge of computers including, but not limited to, Microsoft Excel, Word and Outlook.

Basic responsibilities will include posting daily bank deposits, proving sub-ledgers to general ledger, maintaining daily spreadsheets, book table and gift-in-kind deposits and other duties as required.

This is a part-time (20-25 hours per week) position.

This position is currently open. Send a completed employment application (available on the Keswick website), a cover letter and resume to Lynn Randall, Director of Human Resources, 601 Route 530, Whiting, NJ 08759 or email to lrandall@americaskeswick.org.

Applications will be accepted until the position is filled.

America's Keswick is an AA/EEO employer.