

A.W. Beattie Career Center

Immediate Position Announcement

Finance & Administration Office Assistant

This position requires operation of PC and database software systems, proficiency in MS Excel and Word, experience with accounting procedures in a business office setting, excellent customer service skills (including face-to-face interaction, phone and electronic communication), and the ability to multi-task, effectively adapt to changing priorities, and maintain confidentiality. Qualified candidates should apply at:

https://www.indeed.com/viewjob?t=finance+administration+office+assistant&jk=ddd8a02b47f7b825&_ga=2.67046439.848205388.1510848343-1506303975.1510848343.

Prior to employment, the selected candidate must meet required local, state and federal employment requirements.

A.W. Beattie Career Center is committed to diversity in the workplace. E.O.E.