



Job Title: Part-time Accounting Specialist

Reports To: Director of Finance

Summary: Assist with a wide range of activities in support of Coastal Mississippi's finance operations.

Requirements: Data entry into QuickBooks  
Update and maintain various spreadsheets  
Assist with month-end close  
General accounting tasks  
Assist with filing and scanning

Qualifications: Bachelor's Degree in accounting and/or combination of equivalent experience, knowledge, and skills  
Two to three years of accounting experience preferred  
Computer proficiency, with QuickBooks Desktop Pro experience  
Aptitude for detail and accuracy  
Excellent organizational skills  
Must be willing to start ASAP

The position requires a 16-20 hour work week; hourly pay range is \$15-\$20 (DOE); position does not qualify for Full-time company paid benefits.