

Accounts Payable / Human Resources

Are you an enthusiastic multi-tasker with strong attention to detail? Coastal Opportunities, a private non-profit organization providing services to adults with intellectual disabilities, is accepting applications for an Accounts Payable/Human Resources person at our main office on 35 Limerock St. in Camden, Maine.

The AP/HR position is responsible for coding and entering accounts payable, maintaining spreadsheets, reconciling GL accounts, maintaining employee files, and providing employee benefit supports. This position is also responsible for ordering needed items for all our locations and shares responsibility for incoming calls, post office runs, bank deposits and handling front office requests. There are some physical requirements for the job.

Qualifications: Office experience, knowledge of cost center accounting, proficiency in Excel and Word, good communication and time management skills, ability to follow written procedures, and willingness to learn our systems. Open Systems Accounting experience would be beneficial. If your resume does not show a formal accounting position, please explain how your work experience makes you the ideal candidate for this job.

Education: High School Diploma or equivalent. Preference given to applicants with accounting background.

This is a 35 hour a week position starting at \$18.00/hr, additional amount commensurate with experience. Great benefits package including health, dental, life, retirement and paid time off.

Qualified Applicants should submit an application through our web site or obtain one at our office on 35 Limerock Street in Camden. For more information you can contact us at (207) 236-6008.

Coastal Opportunities
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www.coastalopportunities.org