

Accounting Clerk

Are you an enthusiastic multi-tasker with strong attention to detail? Coastal Opportunities, a private non-profit organization serving adults with intellectual disabilities, is accepting applications for an Accounting Clerk in our main office at 35 Limerock St. in Camden, ME.

The position is responsible for accounts payable, employee files and benefit supports as well as other tasks. There are some physical requirements for the job.

Qualifications: Office experience in accounting and Microsoft office. Good communication and time management skills, ability to follow written procedures, and willingness to learn our systems.

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

This is a 35 hour a week position starting at \$22.00/hr, additional amount commensurate with experience. Great benefits package including health, dental, life, retirement and paid time off.

Apply online or send resume to:

Coastal Opportunities
P.O. Box 637, Camden, ME 04843

(207) 236-6008
www.coastalopportunities.org

E.O.E.