

PART TIME ASSISTANT ACCOUNTANT

Boone Hall Plantation & Gardens

Boone Hall Plantation (BHP) is looking for an Assistant Accountant to assist the Human Resources and Accounting Manager (HRA) with daily and long-range financial accounting.

EXPECTATIONS

- Meets regularly with BHP's HRA to review financial status
- Prepares end-of-year financial documents
- Monthly reconciliation of bank accounts, accounts receivable, and accounts payable
- Maintain appropriate files on fixed assets, depreciation reports, and special projects
- Self-motivated and highly organized
- Regular/reliable attendance including extra assistance during festivals
- Daily reconciliation of register receipts and resetting of cash drawers

KNOWLEDGE AND ABILITIES

- Thorough knowledge of financial reporting systems including QuickBooks and Excel software
- Ability to analyze and record financial information resulting in the preparation of internal financial statements.

EDUCATION AND EXPERIENCE

- Minimum of (5) five years' related experience
- Bachelor's degree in related field
- Demonstrated abilities to perform duties as required
- Strong communication (verbal and written) and computer technology skills

REQUIREMENTS

- Be able to pass criminal background requirements
- Work from office at Boone Hall Plantation headquarters

Work Authorization/Security Screening

- Authorized to work in the U.S.

TO APPLY:

Go to: <https://www.boonehallplantation.com/employment/> and upload your resume/cover letter.