

Volunteer Administrative Assistant (Beltsville)



Location **Washington**
<https://www.genclassifieds.com/x-634271-z>

Our consulting firm is looking for volunteer Administrative Assistant.

Specific Duties and Responsibilities:

- Develops and recommends new or revised program goals and objectives.
- Develop relationship with community organizations.
- Periodically prepares reports, financial statements and records on program activities, progress, status or other special reports for management or funding sources.
- Assists with evaluating program effectiveness to develop improved methods; analyzes results and implements.
- Perform Administrative duties as required

Description:

Preference given to those with bookkeeping experience(QB); A/P & A/R; bank reconciliations; payroll; excel, filing, scanning, copying.

The ideal candidate will have at least 1 year of prior office related experience.

Please note that this is a part-time position.

Good opportunity for current student, retiree, or anyone looking to gain more experience.
 Interested individuals, please email your resume and cover letter.

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