

Smoky Hill Education Service Center is seeking candidates for the position of Accounting Assistant. This person will be responsible for assisting the CFO with accounts payable, and other accounting related tasks. This person will assist consultants with copying, training room cleaning and setup, lunch setup as needed and other related tasks. The successful candidate will be motivated, hardworking, comfortable using technology as an accounting and communication tool, knowledgeable in accounting practices, and able to function in a dynamic environment while working on various projects simultaneously.

Position Responsibilities Include:

- Monitoring and processing accounts payable.
- Assisting with the bank deposits.
- Assisting with office operations such as answering phones, greeting guests, and hosting events.
- Performing other duties as assigned by Smoky Hill ESC leadership.

Additional Requirements:

- Proficiency in the use and operation of Microsoft software (Excel, Word, etc.).
- Ability to work both independently and effectively as a member of a team.
- Ability to provide excellent customer service and maintain positive working relationships with staff members and customers.
- Strong aptitude for learning new skills, adapting to new technologies, and implementing new practices.
- Effective organization and time management skills.
- Strong interpersonal and communication (both oral and written) skills with the ability to present accounting subject matter to leadership.
- Production of accurate work within time constraints.
- Effective working relations with clients and other agency employees.
- Prioritizing, problem-solving, and multi-tasking skills.

Part-time and full-time applicants will be considered.

To be considered for this position visit www.smokyhill.org, and apply by clicking on the employment application link. The link can be found under the About Us/Employment Opportunities section of the website.

Smoky Hill ESC is an EEO employer.