

## 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.



