

Finance Assistant

Immediate opening for a 16 hour a week employee responsible for bookkeeping and office administrative support. Position requirements include strong accounting background, strong communication, interpersonal, administrative, and organizational skills, and good general computer knowledge, including MS Excel and Office. Accounting software experience a plus. Submit resume and cover letter to Pierce Cedar Creek Institute, Attention: Finance Director, 701 W. Cloverdale Road, Hastings, MI 49058 or hemerlingr@cedarcreekinstitute.org.

No phone calls. EOE