



Job Posting

June 16, 2010

Finance & Human Resources Assistant (Part-time) Administration

The Finance & Human Resources Assistant is responsible for providing administrative support to the Finance and Human Resources Department, including data entry, report generation, correspondence, accounts payable, payroll, and filing. This position also performs light receptionist duties, including answering phones, greeting clients and visitors, and sorting and processing staff mail.

This position is part-time and will be scheduled for approximately 20 hours per week.

Qualifications:

- Completion of one year of college-level courses in Business Administration, Accounting, Human Resources, or related field required. Associates degree in Business Administration preferred.
- One year experience in an administrative support position required.
- Knowledge of Microsoft Word, Excel, Access, and Outlook required.
- Skilled data entry experience with high accuracy required.
- Excellent written and verbal communication skills required.

The above description is a summary. For a full description of essential duties and responsibilities, please contact Human Resources.

Interested candidates should fax or e-mail a letter of interest and resume to:

Monica Lanum

humanresources@childrens-place.org

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