

Part-time Bookkeeper. Schedule flexible from 15-20 hours per week.

The MPC is seeking a parttime bookkeeper to perform general bookkeeping work in the maintenance of revenue, costs, and other financial records. Duties include, but are not limited to maintaining financial records, processing checks, tracking account receivables, making deposits, and posting of deposits. Experience with computerized accounting systems such as Acumatica and Dynamics, accounts payables, account receivables, payroll, preparation of budget spreadsheets, and general ledger required. Governmental accounting experience preferred.

Candidate should have a Bachelor's degree in accounting, Finance, Business Administration, or related field; two years' experience in general bookkeeping, accounts payable, benefits, payroll and accounting or any equivalent combination of education, training and experience which provide the necessary knowledge, skills, and abilities for this position. Advanced to intermediate accounting software experience, Microsoft Word, Excel, and recordkeeping principles required. Must have the ability to work without direct supervision.

Send resume and cover letter to: Assistant Executive Director Compliance & Operations, Chatham County-Savannah Metropolitan Planning Commission, P. O. Box 8246, Savannah, GA 31412-8246; fax: 912-651-1480; or email: everettp@thempc.org. Applications accepted through June 3, 2024. Hourly rate will be commensurate with experience and qualifications.

The Metropolitan Planning Commission is an Equal Opportunity Employer, M/F/H