



Part Time Accounting Clerk

INCOG is searching for a part-time accounting clerk to assist in the accounts payable, accounts receivable, reporting, filing and document management functions. The successful applicant will work under the supervision of another to enter and compare data, reconcile receipts, generate spreadsheets and reporting on the financial activity of the organization. Other administrative duties include assisting with the processing and delivery of outgoing mail to the City of Tulsa and Tulsa County. The successful applicant will also deliver company vehicles for regularly scheduled maintenance, deliver bank deposits, and assist in archiving and storage of file folders. This position backs up the front desk receptionist.

PHYSICAL REQUIREMENTS

1. Sitting in normal seated position for extended periods of time
2. Reaching by extending hand(s) or arm(s) in any direction
3. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard
4. Communication skills using the spoken word
5. Ability to see within normal parameters
6. Ability to hear within normal range
7. Ability to move about
8. Must be able to lift 30 pounds

Minimum qualifications: A high school diploma is required, office experience in similar fields a plus, experience in data entry or bookkeeping a plus.

20-30 hours per week are expected. Start and end times of day are negotiable.

Please submit a résumé detailing employment history, experience, education, and contact information; and a cover letter that explains why you are interested and qualified for this position to: Personnel Director, INCOG, 2 W 2nd Street, Suite 800, Tulsa OK 74103, or e-mail to resumes@incog.org.

