



Position: Accounting Clerk – Part Time

About Us: Talk About Curing Autism (TACA) is a nonprofit organization located in Irvine, CA. Our mission is to educate, empower and support families who have children affected with autism.

Job Description: TACA is seeking a qualified individual for a part time (25 hours per week) Accounting Clerk position. This position will be responsible for performing a variety of accounting and administrative duties including, but not limited to: Accounts Payable and Receivable functions, recording donations and sales into accounting system, collection of timesheets, 1099 maintenance, preparing Thank You letter reports and assisting with special projects as needed.

TACA is an Equal Opportunity Employer.

Experience & Requirements:

- Minimum 1 to 3 years accounting/administrative experience
- Ability to multi-task, prioritize and work efficiently
- Team player who is a self-starter and works independently
- Proficient in Microsoft Excel, Word
- Ability to use the number pad by touch
- Knowledge of QuickBooks a huge plus

Location: Irvine, CA

Compensation: \$15 -\$18/hr depending on experience and qualifications

Principals only. Recruiters please don't contact this job poster.

This is a part time job. Please do not apply if you are looking for full time work.

E-mail only, no phone calls about this job.