

Data Entry Clerk Wanted

The Voluntary Action Center is seeking applicants for a part time Data Clerk to assist the agency's finance division, 15 hours per week. Duties include creating and maintaining excel files and reports, data entry, assisting with Accounts Payable and Receivables, relief for reception and other positions as needed, and other clerical support for Management. Proficiency in Microsoft Office, particularly Excel required. Experience in accounting software and clerical grant management are a plus. Must be able to maintain confidentiality, have good communication and phone skills, and the ability to be self-motivated and well organized. Continued education or Associates Degree strongly desired.

Interested candidates should send resume, cover letter, and three professional references to:

Paul LaLonde
Assistant Executive Director
1606 Bethany Road
Sycamore, IL 60178.

For full job description, please contact Paul. VAC is a drug free workplace and an EOE.