



Eastern Star Home of Virginia  
500 Masonic Lane – Suite D  
Henrico, Virginia 23223-4916

### **Job Description for Temporary Part-time Accounting Administrative Assistant**

The Board of Governors of the Eastern Star Home of Virginia is looking for a skilled Administrative/Accounting Assistant to perform a variety of administrative, accounting, bookkeeping and financial tasks related to the care of our Eastern Star residents at Commonwealth Assisted Living in Richmond, VA and make periodic visits to the facility. This position is a temporary, part-time position for 20 hours per month at an hourly rate of \$15.00 per hour with business mileage compensation at the Federal rate of 54.5 cents per mile. This position will be evaluated 90 days after hire date.

#### Responsibilities

- Proficiency in the use of QuickBooks to enter receipts, invoices, payroll and ensure checks are printed and mailed in a timely manner
- Prepare and maintain accounting documents and records
- Prepare bank deposits and reconcile bank statements
- Reconcile accounts in a timely manner
- Provide assistance and support to the Eastern Star Home Board President and Treasurer, preparing reports as needed.
- Research and resolve accounting problems and discrepancies
- Ensure accounting records are in proper order for audit
- Function in accordance with established standards of general accepted accounting procedures
- Check mail and drop outgoing mail at the post office
- Make periodic visits to the Eastern Star residents at Commonwealth Assisted Living to show a care for their well-being and occasionally provide a gift for special occasions like their birthdays

#### Requirements

- High school diploma and relevant experience in a small office; Associate Degree in Accounting preferred
- Accounting or bookkeeping experience
- Proficiency using QuickBooks, MS Office, internet, and email
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks

- Data entry and word processing skills
- Well organized
- Caring and compassionate personality
- Valid Virginia Driver's License and reliable transportation

If you are interested in this position, send a resume, before November 3, to:

Arthur W. Mullins, President  
OES Home Board of Governors  
6542 Compton Mountain Road  
Pilgrims Knob, VA 24634

OR

[Mamullins1961@aol.com](mailto:Mamullins1961@aol.com)