

# Employment Opportunity

CHISPA has an opening for a full-time  
**Accounting Assistant**

Responsibilities include but are not limited to: data entry, banking, reconciliations, accounts payable for company entities, utility analysis, expense coding to applicable accounts and cost centers, recording financial information from purchase orders, invoices, billing statements, receipts, and other documents to Accounting system, and other duties as assigned.

Qualifications: High school diploma or equivalent, with some college Accounting coursework a plus. A minimum of three years of experience in bookkeeping, Accounting, or related field. Must have strong computer skills and proficiency in Microsoft Office and Job Costing, Yardi (GL System) experience also a plus, and excellent communication and interpersonal skills. Must be highly organized, detail-oriented, and work well under time constraints and with deadlines.

PAY RANGE: \$21.00- \$26.00 per hour.

RESUMES/APPLICATIONS WILL BE ACCEPTED UNTIL 3:00 p.m.  
on FRIDAY, JANUARY 31, 2025.

CHISPA is an Equal Opportunity Employer, and our process ensures fairness to all applicants.