



Open Position: Accounting Assistant

The Episcopal Diocese of West Virginia office in Charleston is seeking an experienced, full-time accounting assistant. This position requires broad-based accounting knowledge and will support various accounting functions, including but not limited to, accounts receivable (billings, collections, and deposits) and accounts payable (vendor invoice entry and payment). Related activities include maintenance of records and files associated with those critical functions.

Applicant must be detail-oriented with the ability to organize and prioritize tasks as necessary. Good communication skills are a must, with a proficiency in Microsoft Office, and a general knowledge of office equipment and protocol. The position is for Monday - Friday, 9:00am – 5:00pm. Base salary for this position will be \$45,000-50,000 per year, depending on experience and qualifications. Benefits include employer-provided health insurance and retirement plans. Please send your resumé with a cover letter to: Eric Ridenour, Chief Financial Officer, at eridenour@wvdiocese.org.