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**AP/ AR Specialist**  
Full – Time (40 Hours Per Week)

Catholic Charities of Eastern Virginia is seeking an AP/ AR Specialist to support the financial case management of our Guardian/ Conservator and Rep Payee clients. The ideal candidate has an associate's degree in a related field, though equivalent experience may be considered.

A qualified applicant will have 3+ years of experience in processing AP and AR, an understanding of general ledger concepts, journal entries, and account reconciliation, and competency in Excel and QuickBooks. Some responsibilities include processing payments, preparing bank reconciliations, balance sheets, and audit schedules, and maintaining client files.

We are looking for a self-starter who can work independently and communicate well. Strong organizational skills and attention to detail required. If interested, please send resume and cover letter to [hr@cceva.org](mailto:hr@cceva.org). EOE.