



Financial Accounting Assistant
Full – Time (40 Hours per Week)

Catholic Charities of Eastern Virginia is seeking an accounting assistant to be responsible for the day to day accounts receivable and cash receipts and to coordinate the financial case management of Guardianship and Conservator clients, which includes preparing and filing external reports to include accountings and inventories.

Bachelor's or Associate Degree in accounting or related field preferred; equivalent experience considered. The successful candidate will have competency in Excel and QuickBooks, excellent written and oral communication skills coupled with a positive attitude.

Extensive training provided – candidates should be positive problem-solvers, have an attention to detail and be good with numbers/spreadsheets. EOE. Please send resume and cover letter to: hr@cceva.org