

Finance Assistant (Part-Time | Remote)

We are seeking a reliable and detail-oriented **Finance Assistant** to support our Accounting Department with day-to-day financial operations. Under the direction of the Accountant, this part-time role assists with bookkeeping, invoice processing, payroll support, bank deposits, budget tracking, and audit preparation.

Schedule & Work Environment:

- Part-time: **15–20 hours per week**
- **Primarily remote**, with occasional in-office work as needed

Key Responsibilities:

- Process invoices, payroll information, and daily bank deposits
- Perform basic bookkeeping and accounting tasks
- Assist with budget preparation, financial reports, and annual audits
- Respond to member and vendor inquiries regarding financial transactions
- Scan and maintain electronic financial records
- Support the Accountant with special projects and general department tasks

Qualifications:

- High School Diploma or equivalent
- Minimum of **3 years** clerical accounting or bookkeeping experience
- Proficiency in **Microsoft Office** (especially Excel) and accounting software
- Strong attention to detail, math skills, and organizational abilities
- Professional communication and interpersonal skills
- Valid Florida State Driver's License

How to Apply:

Please send your **resume**, a brief summary of your **qualifications**, and **three professional references** to **Mary Ann Whitney** mwhitney@prm-fl.com.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.