

## **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.