

Opening for Full-Time Office Clerk / Entry Level Bookkeeper

Organization

The Center for Teaching Quality, Inc. is dedicated to improving America's public schools by cultivating teacher leadership, conducting timely research, and crafting smart education policy that focuses on the needs of 21st century teachers and learners. To learn more about CTQ and its work, please visit www.teachingquality.org.

Position

A fast-paced and forward-thinking group seeks a dynamic individual to join a dedicated team of professionals and to make contributions to project efforts related to teacher leadership, the recruitment and retention of teachers in traditionally hard-to-staff schools and making the voice of teachers central to a host of education policy and school reform efforts. We are looking for an individual to provide support to staff at the Center in the areas of finance, business, human resources and general office duties. This is an entry level office position with a strong potential for growth in bookkeeping and accounting.

Primary Job responsibilities

- Scanning, filing and updating account receivables information; assisting with monthly financial reporting and annual audits; assisting with Center contracts and human resource updates; assembling orientation packets; preparing accounting entries and analysis and related research and filing.
- Creating and editing Excel spreadsheets and other documents; internet research, preparing mail merges; populating and updating databases; and other general administrative duties as assigned.
- Managing office basics (kitchen cleaning, keys, watering plants, recycling); maintaining electronic and paper files; sorting and distributing mail; maintaining office supplies and equipment; serving as liaison for facilities and back-up for IT management; running office errands and providing backup for other administrative staff.

Required Professional Skills, Expertise, and Interests

- Proficient in Microsoft Office software (Word, Excel, Outlook).
- Excellent time management skills including ability to manage multiple tasks at once.
- Extremely detail oriented.
- Strong interpersonal, organization and communication skills.
- Dependable with the ability to work independently as well as part of a team.
- B.A. or equivalent combination of education and experience.

Desirable Professional Skills, Expertise, and Interests

- Experienced with office equipment (fax machine, printers, copier, LCD projector, etc).
- Prior accounting experience and/or education.
- Experience in non-profit environment.
- Experience with QuickBooks.

Compensation

Competitive wages and benefits, commensurate with experience.

Application

Send resume by April 30, 2008 to:

Teresa O'Brien-Durn, Director of Finance and Administration
Center for Teaching Quality, Inc.
500 Millstone Drive, Suite 102
Hillsborough, NC 27278

Fax 919.241.1576
Email: todurn@teachingquality.org

**No phone calls, please. Position will remain open until filled.
*The Center for Teaching Quality, Inc. is an Equal Opportunity Employer.***