

PART-TIME BOOKKEEPER/ ADMINISTRATIVE ASSISTANT NEEDED

Borderlands Restoration Network is seeking a part-time, 20 hours per week, skilled and detail-oriented bookkeeper/administrative assistant. Duties to include working closely with the Finance Manager and administrative team to process accounts payable and receivable, payroll and other administrative duties.

Qualifications:

Candidate should have a minimum of a high school diploma, with preference to those with an Associate degree in accounting, business, administration, or equivalent experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Prior Quickbooks or similar experience preferred. Must be MS Office proficient.

Submit resume and cover letter to: Alexandria Hawkins, ahawkins@borderlandsrestoration.org by **November 8, 2019**. Anticipated start date of, December 2, 2019. Full position details on our website.

About BRN: BRN is an ecological restoration nonprofit working to rebuild watersheds, restore habitats, and reconnect land and people in the Arizona/Sonora borderlands region.

www.borderlandsrestoration.org



**BORDERLANDS
RESTORATION
NETWORK**
REBUILD. RESTORE. RECONNECT.