



PART TIME ACCOUNTING CLERK

INCOG is seeking qualified applicants for a part-time accounting clerk. This position is responsible for clerical duties including assisting with accounts receivable, accounts payable, primary backup to receptionist, mail, and other administrative duties. 2+ years of working in an accounting office, strong analytical skills, and proficiency in Excel and Word required. Must be able to lift 30lbs.

Submit resume to resumes@incog.org