



PART TIME ACCOUNTING CLERK

INCOG, the principal planning agency for the Tulsa metropolitan area, is seeking qualified applicants for the position of Part Time Accounting Clerk, 25 – 30 hours a week. Responsible for clerical duties including assisting with accounts receivable, accounts payable, primary backup to receptionist, mail, and other administrative duties as assigned. The successful applicant will have 5+ years of accounting experience. Candidates must possess strong analytical skills and be proficient in Excel and Word. Excellent written and oral communication skills required.

Salary starts at \$14 per hour.

Submit resume to: INCOG Personnel Director, Two West 2nd St., #800, Tulsa, OK 74103 or to incoq@incoq.org.