

# PROLANTHROPY

PROFESSIONAL ATHLETES | MANAGED PHILANTHROPY | CHANGED LIVES

## ACCOUNTING AND FINANCE SUPPORT ASSOCIATE

**Prolanthropy** is seeking a Part-Time Non-exempt Accounting and Finance Support Associate to join our team. The Accounting and Finance Support Associate will report to the Accounting Manager and be a support to the Finance and Accounting team inclusive of purchasing and logistic aspects, as needed. Additionally, the Finance Associate portion of the position will be responsible for daily accounting and financial functions to support the Finance and Administration department. The Part Time position compensation level is from \$12.00/hour to \$14.00/hour.

Position will be located at the headquarters of Prolanthropy in Florence, Kentucky. This is an excellent opportunity to work within the world of philanthropic endeavors as well as in sports management and sports marketing.

### **The Accounting and Finance Support Associate will:**

- Have a finance and/or accounting degree or background or related experience
- Understand and be able to maintain basic accounting records materials
- Experience with purchasing and logistics is a plus
- Be an organized and detail oriented individual
- Be able to multi-task and prioritize work efficiently and quickly
- Have experience with Quick Books accounting application
- Must have a high competency in Excel, MS Word and Outlook
- Be a self-starter that possesses strong business acumen with problem solving skills
- Possess time management and organizational skills
- Be able to research topics as needed and successfully complete multiple projects within tight deadlines while maintaining accuracy
- Be a team player

### **Successful candidates will:**

- Be flexible and creative while also possessing a strong attention to detail and accuracy
- Possess an Associate degree relative to writing, Accounting or Finance or relative experience
- Have administration and book keeping experience (1-2 years)
- Be legally qualified to work in the United States
- Will consent to a pre-employment background check including education & work history verification, as well as criminal background check

Please e-mail resume and cover letter inclusive of salary requirements [hr@prolanthropy.net](mailto:hr@prolanthropy.net). Only emails sent to [hr@prolanthropy.net](mailto:hr@prolanthropy.net) will be considered. Please do not reach out via telephone, cold call visit or e-mailing staff to addresses other than the above email address or your resume will not be reviewed or considered. **Please include "Accounting Associate" in the subject line of your resume submission.**