



Position: Accounting & HR Clerk (Part-time, 30 hours/week)
Reports to: Sr. Director of Finance and Human Resources

Surrey Services located in Devon, PA is a growing organization whose mission is to help older adults live in their homes with independence and dignity and to continue as engaged members of the community. The Finance/HR department is seeking a part time Accounting & HR Clerk to perform a variety of duties related to keeping accounts and providing assistance in the recruitment cycle. The successful candidate will exhibit excellent attention to detail and ability to process work accuracy.

The Accounting & HR Clerk will assist with the day to day financial affairs of the organization. Primary duties include assisting the Finance Manager with the bi-weekly payroll processing, Home Services billing, review all invoices for appropriate documentation and approval, cash receipts and cash disbursements, A/R, monthly journal entry functions and fiscal reporting. The individual will also provide support screening applicants and performing new hire background checks. A minimum of an Associate degree in a related field or previous relevant experience and proficiency with QuickBooks or other accounting software and Microsoft Office Suite (especially Excel) is required. Strong customer service, organizational skills, and the ability to multi-task are a must.

Surrey does not discriminate against persons based on race, color, sex, creed, sexual orientation, gender identity, national origin, disability, or age. Surrey is an Equal Opportunity Employer.

Email cover letter and resume to jobs@surreyservices.org.