



JOB ANNOUNCEMENT

Finance Assistant

Announcement Date: September 14, 2017
Work Schedule: 24 hours per week – flexible schedule
Salary Range: Hourly; \$15.00 to \$18.00 per hour
Status: Immediate start date desired

Position Summary:

Process gift entry, acknowledgements, pledges, donor lists, and statements, and invoices. Coordinate state and federal registration reporting for charitable solicitation status and annual reports based upon state registration requirements. Support organizational initiatives to ensure goals and objectives are achieved.

Position Requirements:

- High School Diploma
- Data entry/database experience
- Raisers Edge experience preferred
- Proficiency in Microsoft Word, Excel and Outlook
- Valid PA Driver's license and current personal vehicle insurance and the ability to drive during the workday as needed.

Organization Description:

Pearl S. Buck International (PSBI), a non-sectarian organization that provides opportunities to explore and appreciate other cultures, builds better lives for children around the globe and promotes the legacy of our founder by preserving and interpreting her National Historic Landmark home. This is a full-time position at our home office located in Hilltown, PA (Bucks County).

Pearl S. Buck International will not discriminate against an employee or applicant for employment or contract positions because of race, disability, color, religious creed, ancestry, national origin, age, or sex. Our home office is located on a quiet Bucks County estate, which accompanies the remarkable home that belonged to Pulitzer and Nobel Prize-winning author Pearl S. Buck. At Buck's home it tells the story of an extraordinary life, worthy of the historic landmark designation it carries. Visit our website at www.pearlsbuck.org for more details.

Resumes should be Faxed to (215) 249-9657
Emailed to jreeder@pearlsbuck.org or Mailed to the above address
before September 10, 2021