



JOB ANNOUNCEMENT

Finance Assistant

Announcement Date: April 8, 2025
Work Schedule: 24 hours per week – flexible schedule
Salary Range: Hourly; \$20.00 to \$22.00 per hour
Status: Immediate start date desired

Position Summary:

Financial data entry, invoice processing, membership acknowledgements and gift processing. Report preparation and budget support. Coordinate state and federal registration reporting for charitable solicitation status and annual reports based upon state registration requirements. Support organization and team overall.

Position Requirements:

- High School Diploma
- Data entry/database experience
- QuickBooks 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 is a non-sectarian organization founded over 60 years ago by Nobel and Pulitzer Prize-winning writer, humanitarian, and advocate Pearl S. Buck. The organization continues Ms. Buck's legacy through educational tours of her former home, the Pearl S. Buck House National Historic Landmark Museum; through providing cross-cultural programming locally; and through international humanitarian aid to children, families, and communities across Asia and in Africa.

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. Visit our website at www.pearlsbuck.org for more details.

Resumes should be
Emailed to ccastro@pearlsbuck.org or **Mailed to** the above address