

# Ocracoke Civic & Business Association, Inc.



Contact: Ocracoke Civic & Business Association  
[info@visitocracokenc.com](mailto:info@visitocracokenc.com)

## For Immediate Release

April 10, 2018

**Ocracoke, NC**— The OCBA is seeking a part-time bookkeeper. The bookkeeper for the OCBA is responsible for working with the Treasurer to manage the bookkeeping of the organization including managing accounts payable & receivable, bank deposits, reconciliations, and other finance-related duties.

The essential functions include, but are not limited to the following:

- Maintaining records according to generally accepted accounting principles including the recordation of general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements;
- Applying strong accounting skills, including A/P, A/R, purchasing backup, journal entries, and all bookkeeping through financial statement preparation;
- Participating in activities needed to support the Board of Directors financial oversight of the organization: and
- Performing other duties as assigned

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Candidates must reside on Ocracoke;
- Two or more years of office or bookkeeping experience;
- A high-level of proficiency in the use of QuickBooks or related programs;
- Strong knowledge of bookkeeping practices and procedures;

PO Box 456, Ocracoke, NC 27960 • (252) 928-6711 • [www.visitocracokenc.com](http://www.visitocracokenc.com) • [info@visitocracokenc.com](mailto:info@visitocracokenc.com)  
Rudy Austin, President • Justin LeBlanc, Vice President • H. Wayne Clark, Treasurer

- Accuracy and attention to detail is absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits;
- Proficient in Microsoft Office, specifically Excel, Word and PowerPoint;
- Ability to work independently with little supervision;
- Ability to organize and prioritize effectively;
- Attention to detail with exceptional level of accuracy;
- Ability to interpret data; and
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline.
- Please submit resumes to [info@visitocracokenc.com](mailto:info@visitocracokenc.com) or mail to: OCBA, PO Box 456, Ocracoke, NC 27960 by April 30, 2018.

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