



CHARLESTON RESEARCH INSTITUTE POSITION #2012-046

Title: Bookkeeper/Administrative Assistant

Location: Charleston, SC

Classification: Full-time

Salary: \$15/hour

Benefits: Health insurance, 401k, paid vacation leave

Duties & Responsibilities:

Bookkeeping

- Process deposits and checks
- Enter payables, receivables, budgets
- Prepare and distribute monthly reports
- Process and enter bi-weekly payroll

Office Administration

- Filing, faxing, scanning, emailing, written correspondence
- Database management
- Website and social media
- Purchasing
- Human Resources
- Special events and projects
- Light office housekeeping

Qualifications:

Functional knowledge of QuickBooks Pro Premier and Microsoft Office software. Excellent verbal and written communication skills.

Experience in non profit bookkeeping, human resources, and medical research a plus.

Background:

In 1988, Congress passed United States Public Law 100-322, Section 204. This legislation broadened Veterans Administration's ability to conduct research by authorizing the establishment of nonprofit research corporations affiliated with VA medical centers and, through these state-chartered corporations, opened the door to new sources of research funding. Charleston Research Institute (CRI) was founded in September 1997.

Statement:

The sole purpose of CRI is to advance the research mission of the Department of Veterans Affairs, and specifically Ralph H. Johnson VA Medical Center through the support of research-related activities. The Corporation may be used to further any educational purposes related to research including the attendance at scientific meetings.

How to apply:

Fax application and resume to Executive Director 843-277-2285

Application <http://www.charleston.va.gov/Documents/research/CRI/TRINETAPPLICATIONforEMPLOYMENT.pdf>

Charleston Research Institute is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.