

## Part-time Full Charge Bookkeeper Position Available

Our Board of Directors is looking for a part-time full-charge Bookkeeper to replace our wonderful Kathy Ginter, who is retiring.

The opening starts as soon as available. It is 15 to 20 hours a week, and there is some flexibility on the days to work.

Accounting and bookkeeping skills are required. Attention to detail is necessary. An understanding of Fund Accounting is a plus.

Excel, Word, and Outlook experience is required. Quick Books is a plus. Some office work is included in the position.

Please send your resume to Donna Metzger, Board of Directors, Finance Manager, at [dmetzger@vsn.net](mailto:dmetzger@vsn.net) or call 216-924-7107 with questions.