Iowa Public Radio seeks an individual to support our Finance & Operations team’s accounting efforts. This part-time position is located in our Des Moines office with the opportunity to work some remotely. In addition to assisting with a variety of daily accounting functions related to accounts payable, accounts receivable and reconciliation processes, this person will have the opportunity to be involved in projects related to establishing new systems, processes and procedures. Potential projects include the set-up of an inventory control system utilizing newly acquired fixed asset software, performing various data clean-up and set-up projects in Quickbooks and establishing new systems for vendor payments and employee expense reimbursements.

**POSITION SALARY RANGE:**
- $10.00 – $15.00 per hour

**PREFERRED ACADEMIC MAJOR/EMPHASIS:**
Accounting, Business, Finance, or related field

**PREFERRED QUALIFICATIONS:**
- Experience with Quickbooks or other accounting software;
- Proficient with Microsoft Office Suite including Excel and specifically with spreadsheets;
- Experience accurately coordinating multiple tasks at once with competing deadlines; and
- Excellent written and verbal communication skills with attention to detail.

**APPLICATION PROCESS:**
Submit cover letter and resume to iprrecruiting@iowapublicradio.org. Inquiries may be routed to iprrecruiting@iowapublicradio.org.

Iowa Public Radio is an Equal Opportunity Employer.