



wesley living

Service | Compassion | Integrity

Accounting Clerk - Cordova, TN

Full-time or Part-time | starting at \$13/hr (adj for experience)

*Faith based nonprofit, Wesley Living has provided excellent housing services to seniors since 1969.
Who we are and what we do centers on our Core Values of Service, Compassion, and Integrity.*

Seeking a self-motivated, multi-tasking individual who is ready to learn about all areas of accounting to join the team at our corporate office. Perform various data-entry tasks including journal entries, cash receipts, payroll, accounts payable, and general financial reporting. The ideal candidate should be looking for growth opportunities, comfortable with computers, adaptable to new software programs, and interested in working for a mission-driven organization. If you want to help us in our mission to impact the lives of seniors in the Mid-South, we would love to have a conversation with you. Weekday, weekend, and evening availability for your convenience.

Requirements:

- Associate's Degree preferred.
- 0-3 Years of related experience.

Benefits Include:

**Comprehensive Insurance | Retirement plan | Identity protection |
Paid-time off and leave programs (immediate accrual of PTO) |
Tuition Reimbursement | Employee Assistance Program**

Equal Opportunity Employer. All positions subject to background and drug screening.

To apply: Send resume to HumanResources@wesleyliving.com.