

# **Help Wanted: Bookkeeper for Community Foundation of Southeastern Massachusetts**

A part-time bookkeeper is needed for a large non-profit organization. Must be experienced in all aspects of office accounting with responsibilities including accounts receivable, accounts payable, preparation of monthly statements, proficiency in excel and database accounting systems.

Please send resume, cover letter and references to:

Bookkeeper c/o CFSEMA  
30 Cornell St.  
New Bedford, MA 02740