

## **Part-time Accounting Associate**

**Omaha, NE**

### **Company Overview**

The Gallup Organization is an enduring, prospering management consulting company that is committed to helping organizations improve their business performance and develop better leaders, more productive employees, and more profitable customers. Gallup has studied human nature and behavior for more than 70 years. Our purpose is simple: to help organizations and individuals maximize their performance through measurement tools, coursework, and strategic advisory services. Our approach enables us to identify, develop, and implement solutions that align with our clients' visions and strategies. At Gallup, we are just as committed to our employees. We select our associates for their talents, position them for success, and then provide them with opportunities to use their talents every day.

### **The Opportunity**

- Are you looking for a flexible part-time position in a professional environment while pursuing your college education?
- Do you excel at bookkeeping?
- Do you enjoy supporting others to meet deadlines?
- Does your personal touch produce the highest quality service?
- Can you manage multiple details and deadlines while staying focused on the customer?
- Are you a perfectionist with an eye for detail?
- Do you build friendships quickly and easily with coworkers and clients?

Gallup is looking for a permanent part-time accounting professional to work at our Omaha riverfront location. Duties for this role include: entering accounts payable invoices, reviewing expenses, filing, scanning, bank reconciliation, and data entry. The job functions for this role will vary and may change often.

### **Qualifications**

Candidates for this position must have a passion for accounting and be willing to work 15-25 hours per week. Proficiency in Microsoft® Excel® is a must. Gallup does not typically sponsor foreign citizens for H-1B visas or permanent resident status for this position.

Gallup is an Equal Opportunity Employer

To apply: Go to [www.gallup.com/careers/search](http://www.gallup.com/careers/search) and complete an online application today! Should you have any questions, please contact Jen Mosser, Director of Talent Sourcing, at [jennifer@gallup.com](mailto:jennifer@gallup.com).