



**KENDALL COUNTY  
WOMEN'S SHELTER**  
*A Safe Place*

**ADMIN**

## **DATA ENTRY VOLUNTEER**

### **Volunteering Location**

Administrative Offices

### **Required Training**

Kendall County Women's Shelter Orientation, KCWS General Accounting Training

### **Preferred Qualifications**

Must be extremely detail oriented; Basic computer proficiency; Accounting background preferred; experience with QuickBooks preferred.

### **Role Description**

Data Entry Volunteer will assist specifically with bookkeeping data entry and light accounting tasks. This volunteer position will require available hours M-F between the hours of 8am-5pm and requires very little physical activity. (Hours are flexible with in these time blocks)

