

Nazarene Compassionate Ministries, Inc.

Job Description Bookkeeper (part time)

Reports to

NCMI Director of Finance

Summary

Part time Bookkeeper to assist in managing day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly.

Essential Job Activities & Responsibilities

The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Coordinate bank deposits and report financial results on a regular basis to management
- Record and track donations received, preparing receipts and acknowledgements as necessary
- Monitor office expenses and tally and enter cash receipts
- Pay vendor invoices and track bank account balances
- Prepare monthly bank account reconciliations
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required:

- Bachelor's Degree in Accounting or related field preferred
- Prior experience working in accounts payable and receivable, general ledger, payroll and payroll reports
- Strong knowledge of generally accepted accounting principles
- Experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel and QuickBooks

Education & Experience

Bachelor's degree (B.A.) from four year college or university; and/or prior related experience and/or training; or equivalent combination of education and experience. Experience working/interfaces with a multi-ethnic team is helpful; working in fast paced environment. Attention to detail. Excellent verbal/communications skills, organization skills.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and occasionally required to stand, walk, bend, and drive. Computer and telephone use are frequently required.

Hours

Part time (15-20 hours). Working hours during the week can be flexible, within our regular office schedule of 8:00 – 4:30.