

SUMMARY OF POSITION

The bookkeeper (full-time, in Canton area) will prepare, process, record, and maintain financial records and documents following accounting best practices. Complete various administrative support duties as needed.

DUTIES AND RESPONSIBILITIES

1. Keep payroll records and process bi-weekly payroll
2. Daily accounting functions: accounts payable, accounts receivable, journal entries, accruals, bank reconciliations, etc. following accounting best practices
3. Maintain financial files in organized, easily accessible manner
4. Prepare monthly, quarterly, and annual financial statements

QUALIFICATIONS

1. Computer proficient, particularly with QuickBooks, Excel and Word
2. Strong organizational skills, meet deadlines as required
3. Effective interpersonal, written, and verbal communication skills
4. Works collaboratively with church leaders and lay staff
5. Must be a self-starter and perform duties independently

EDUCATION AND EXPERIENCE REQUIRED

1. Associate degree or higher in accounting or business *preferred*
2. At least 3 years of previous relevant accounting or bookkeeping experience

DOCUMENTS NEEDED TO APPLY

1. Letter of interest
2. Résumé

References should be made available upon request.