

POSITION: Accountant
EMPLOYMENT STATUS: Part-Time
COMPENSATION METHOD: Hourly
ACCOUNTABLE TO: Director of Operations



PRIMARY DUTIES AND RESPONSIBILITIES:

The candidate in this position will provide accounting services to one or more Missionwell client organizations. Duties encompass some or all of the following:

- Handle general bookkeeping and accounting tasks and maintain related documentation files, including, but not limited to:
 - Setting up new customers and donors as needed
 - Posting cash receipts
 - Preparing contribution acknowledgments and donor statements
 - Preparing invoices and customer statements
 - Setting up new vendors as needed; requesting 1099s as required
 - Receiving invoices, bills, check requests and expense reports, reviewing for completeness and compliance with client policy, routing for approvals and posting
 - Preparing cash disbursements and routing for approvals
 - Preparing annual 1099s
 - Processing payroll and making required tax deposits and withholding transmittals
 - Preparing quarterly and annual payroll tax returns and employment-related filings
 - Preparing sales tax returns
 - Monitoring bank activity and accessing images as needed via online access
 - Advising client of visible cash flow issues
 - Preparing functional cost and other expense allocations
 - Preparing amortization and accrual journal entries
 - Preparing account reconciliations
 - Preparing financial reports
- Be the first line of client communication for daily operations, submissions and requests for information.
- Organize, create and maintain up-to-date electronic files.
- Maintain and order office supplies as needed.
- Maintain a strict level of confidentiality in all aspects of the job.
- Fulfill other duties and responsibilities as requested.

QUALIFICATIONS:

- Education and/or prior experience in general accounting, receivables, payables and payroll.
- A familiarity with or a willingness to learn about nonprofit accounting.
- Computer literacy: a proficiency in accounting software, email, MS Office and a capacity to learn other programs as needed.
- Ability to effectively communicate verbally and via email.
- Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance.
- High level of attention to detail.
- Punctuality and dependability.
- Ability to work independently in an efficient and effective manner.
- Solid time management and organizational skills with the ability to adapt to change, multi-task and be flexible.

HOURS:

To be determined based on client need and candidate's schedule.

PAY RATE:

\$15.00 - \$20.00 per hour, depending upon education and experience.

The organization reserves the right to change job descriptions at any time, with or without advance notice.