

## **Finance Postion BGT Hamilton**

### **Description:**

Part-Time hourly employment opportunity.

Performs a variety of routine and complex clerical accounting functions including financial recordkeeping and reporting; processes invoices, vouchers, purchase orders, requisitions, checks requests, and checks for account payables.

### **Required Experience:**

Two years progressively responsible experience. Knowledge of the practices and procedures of basic accounting and/or bookkeeping. Knowledge of general office practices and procedures. Ability to organize and maintain files of accounting records. Ability to apply attention to detail and to perform assigned work at a level of proficiency that will limit the impact of errors. Ability to process financial documents in compliance with established policies and procedures.

- \* Working Directly with the Lead Pastor and BGT Treasurer
- \* Manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to: journal entries, and account reconciliation, including bank account, credit card statement and cash drawer account monthly.
- \* Maintain accounts receivable including reviewing/coordinating billing details with Treasurer, preparing invoices for grant programs, recording and tracking income payments
- \* Maintain accounts payable including processing weekly disbursements, processing/verifying credit card activity, and controlling expenses by receiving, processing, verifying, and reconciling invoices
- \* Prepare financial reports, and reconciliation with QuickBooks.
- \* Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems
- \* Be responsible for cash management and cash flow analysis
- \* Prepared sales tax returns semiannually
- \* Assist Treasurer by updating a cash forecast monthly.

### **Skills and Attributes**

- \* Ability to perform tasks with a high degree of accuracy and attention to detail, as well as an ability to take initiative and anticipate informational needs as situations and projects develop.

\* Computer skills, including proficiency in Microsoft Excel and ability to efficiently utilize web-based sites such as banks, financial institutions, etc.

\* Ability to exercise tact, diplomacy, confidentiality, judgment and discretion, particularly related to sensitive or confidential information.

\* Approachable and respectful manner and ability to comfortably interact with people from many different backgrounds.

\* Non profit accounting experience preferred

\* QuickBooks experience preferred