

**Description/Objective:**

The bookkeeper is responsible for oversight of the accounting and for providing financial and business activity reports for Men-O-Lan, working in conjunction with the exec director in matters of strategic and business planning.

**Accountability:**

The bookkeeper is responsible to the executive director.

**Requirements:**

1. 2+ years of finance experience.
2. Bachelor Degree or equivalent educational experience.
3. Computer literacy: including email, QuickBooks, Microsoft Office, Google calendar
4. Active belief and growth in Jesus Christ and the Gospel.

**Duties and Tasks:**

1. **Strategic Reporting and Planning:**
  - Advise Executive Director in evaluating and enhancing the ongoing strategic, operational & financial monitoring and planning process. Provide timely and useful financial and statistical reports for the Executive Director and Board
2. **Finance:**
  - Treasury - Maximize investment returns & cash flow, monitor investment risks in line with policies, propose policy and provide for appropriate cash needs.
  - Accounting & Decision Support - Establish/maintain financial tracking system that provides timely, regular, & informative information for management decisions.
  - External & Internal Reports - Develop and provide periodic financial statement, statutory government filings and management report
  - Forecasting & Budgeting - Provide assistance in forecasting for strategic plans and reporting annual budgets. Assist in preparing annual financial report for the Board.
3. **Accounting:**
  - Provide hands on accounting services including month end and year-end closing, journal entries, accruals, depreciation tables, and other related tasks in order to provide timely and accurate financial reports for management and the Board of Directors.
  - Run Payroll for the year round and summer staff.
  - Track and report on Accounts Receivable and Accounts Payable
4. **Internal Audit and Control:**
  - Financial Audit – work with Board Treasurer to coordinate an annual financial review.
  - Internal Control - Establish, maintain & periodically test all systems for collecting/acquiring recording and disbursing/disposing of funds and assets
6. **Office Manager**
  - Process Insurance claims, workman's compensation
  - Update and secure HR files, including collecting staff employment paperwork.

**Compensation:**

Part-Time position approximately 15-20 hours a week

Revised August 19, 2019