

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. Associate Degree or equivalent educational experience.
3. Computer literacy: including email, QuickBooks, Microsoft Office 365.
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 financial reports 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 to provide timely and accurate financial reports for management and the Board of Directors.
 - Use online Payroll system 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 if decided.
 - Internal Control - Establish, maintain & periodically test all systems for collecting/acquiring recording and disbursing/disposing of funds and assets
6. Office Manager
 - Assist with 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 November 18, 2021