



## Role Summary

Community One is seeking a task-oriented individual to work in our office setting to accomplish bookkeeping and related financial activities for our Christian nonprofit organization.

The ideal candidate for this position is experienced with using QuickBooks Online and is calm-natured, discreet, flexible, and genuinely enjoys fulfilling an important role in our mission through the ongoing accomplishment of bookkeeping and other related financial tasks.

This individual works collaboratively with all staff members and reports to the Executive Director. Either part-time direct employment or contract service arrangements will be considered.

## Qualifications & Skills

- Excellent communication skills and courteous interpersonal skills.
- Solid organizational skills and able to work independently.
- Strong computer literacy and skills are required, including:
  - Experience and proficiency in desktop computer skills, with willingness to learn/use the Mac OS X operating system, email, Google Calendar, and Google Drive.
  - Solid and demonstrated experience using QuickBooks Online, including managing the chart of accounts, accounts receivable, accounts payable, invoicing, bank reconciliations, journal entries, vendor accounts, client accounts, developing and printing standard and custom reports, printing checks, and use of clients and classes for filtering.
  - Experience in using Microsoft Excel, including creating and formatting spreadsheets for printing, importing and exporting data, applying formulas, sorting and filtering content while retaining data, creating charts, and creating PDFs.
  - Experience in using Microsoft Word, including creating and formatting documents (letters, reports, information sheets, etc.) for printing, creating tables, importing and exporting data, using editing tools, creating headers/footers, using bullets and numbering, and creating PDFs.

## Essential Functions

- Bank deposit all incoming (physical checks) receivables and enter into QuickBooks Online.
- Enter all ACH (electronic) receivables into QuickBooks Online.
- Process payables weekly, print checks for signature, and mail checks.

- Collect and process physical and electronic purchase receipts.
- Reconcile charge accounts and checking accounts.
- Generate and print financial reports.
- Prepare grant reimbursement reports.
- Create invoices and receive payments.
- Enter new accounts, clients, classes, and vendors into QuickBooks Online.
- Perform occasional audits with program staff to ensure correct accounting of expenditures.
- Manage the outsourced payroll process.
- Manage our corporate tax-exempt accounts, commercial credit accounts, and RAMP charge cards.
- Manage petty cash.

## **Faithfulness**

Community One is a Christian workplace. Since our work is both physical and spiritual in nature, staff members must possess both the outward Christian faith as well as the skills to accomplish all elements of the role. As a public role in a Christian organization, this role requires:

- Agreement with the Community One *Statement of Faith* and *Staff Covenant*.
- A Christian faith that is rooted in prayer and humility—equipping you to thrive in an overtly Christian organization.
- A faith that is attractive to others and can draw out a unity toward living out the love of Christ to all; and you can lead and serve in the organization through that love.

*These statements are intended to describe the general nature and level of work being performed, and are not to be construed as an exhaustive list of duties and requirements. Additional duties may be assigned from time to time as deemed appropriate and/or necessary.*