

Cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

PART-TIME BOOKKEEPER

GENERAL SUMMARY:

Cornerstones Career Learning Center is looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills, and accuracy are important qualifications for this position, as well as the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. They will also have responsibility for maintaining staff records and benefits compliance. Management will negotiate specific job duties for a part-time position.

MINIMUM QUALIFICATIONS

1. Two-year degree in a related field
2. Two years' experience in bookkeeping
3. Current skills with QuickBooks and computerized accounting skills.
4. Current computer skills

SKILLS:

1. Develop rapport easily with people and work effectively as part of a team.
2. Maintain files, including written correspondence and computerized record systems.
3. Work efficiently with computers.
4. Assist Staff members with programs including maintaining records, compiling and submitting fiscal, monthly, quarterly and annual reports.
5. Maintaining the bookkeeping system as the auditor request. Prepare the information needed for fiscal reviews.
6. Maintain bookkeeping system and cost allocation programs (Excel & QuickBooks)
7. Proof Cost Allocation to QuickBooks Profit and Loss Statement on monthly and yearly bases
8. Pay bills in a timely manner and track Accounts Payable.
9. Prepare Invoices and track Accounts Receivable.
10. Generate biweekly payroll and complete IRS and UI Reports.
11. Assist in maintain Employee Personnel Files
12. Assist with maintaining vacation and Personal Time off (PTO) records
13. Work with Executive Director on budgeting and monthly financial reports.
14. Maintain appropriate signatures on checks and reconcile checking and credit accounts
15. Assume additional duties as assigned by the Executive Director

WORK SCHEDULE: Part-Time Position 20-25 hours per week. Flexible work schedules.

EMPLOYMENT INFORMATION: Benefits and leave schedules are in accordance with the organization policies and include: Employer Matched Retirement, Flexible Scheduling, AFLAC

WORK LOCATION: This position will be located in Huron, South Dakota

Salary: \$14.00 to \$18.00 /hour

Apply by resume or by application on Cornerstones Career Learning Center's website at cornerstonescareer.com/cv/