

PRESENTATION CHURCH – EMPLOYMENT OPPORTUNITY

ACCOUNTING OFFICE ASSISTANT

This part-time position assists in the daily operations of the Accounting Department and is projected as 15 – 20 hours per week.

DUTIES AND RESPONSIBILITIES

- Accounts Payable – responsible for processing all invoice and check requests and assure proper documentation for all expenditures
- Accounts Receivable – responsible for the preparation of bank deposits for Loomis pick up
- General data entry in accounting software
- Responsible for organizing and maintaining accurate and confidential records
- Assists Business Manager upon request with:
 - Payroll processing
 - Monthly financial statements – review and verify
 - Parish budgets
 - Spreadsheets
 - Memos
- Assists with the central office functions as needed to include front desk coverage, answering phones, copying, etc.

REQUIREMENTS OR QUALIFICATIONS

- 1-3 years general office experience
- Knowledge of A/P and A/R
- Knowledge of relevant computer applications:MSWord, Excel, Quickbooks/Peachtree
- Proficient in data entry and management

KEY COMPENTENCIES REQUIRED

- Organizing and prioritizing
- Attention to detail and accuracy while maintaining accounting records
- Information management skills
- Ability to honor and maintain confidentiality
- Judgment and problem solving skills
- Communication skills
- Ability to work independantly