

Job Title: Bookkeeper

Status: Part-time

Manager: Operations Manager

Posting Date: January 2022

Summary: The Bookkeeper works with the Operations Manager to provide support for various aspects of Reality Ministries finance. Activities are varied and may change as organizational goals, strategies, and objectives change.

To learn more about Reality Ministries visit, www.realityministries.org

Essential Duties and Responsibilities:

Accounts Payable

- Enter expenses into QuickBooks
- Enter credit card receipts into QB
- Log employee expenses into QB
- Filing all receipts

Accounts Receivable/Billing

- Record all donations (checks and online) including pledges and monthly donation into QB
- Receipt donors
- Prepare reports of participant payment history/outstanding balances
- Work with participant caregivers to provide program invoices as needed
- Prepare weekly bank deposits

Other

- Update and maintain mailing list
- Track donations by events and mailers.
- Miscellaneous office duties

Skills and Qualifications:

- QuickBooks experience preferred
- Demonstrated experience prioritizing/managing multiple tasks
- Strong attention to detail
- Ability to work in a changing and growing environment
- Proficiency with MS Office and internet/emails tools. Google drive/docs/Slack experience preferred.

Schedule/Location/Office Environment:

- Flexible hours. Most weeks will be 10-15 hours/week (~40 weeks per year). About 10 weeks of the year it will be 25-30 hours/week
- Remote home office work along with a shared office environment. Required to be in the office 1 hour/week. The rest of the time is flexible.
- Reality Ministries Office – 916 Lamond Ave. Durham, NC 27701

Compensation:

\$20-25 per hour based on experience

Preferred Start Date: March 1, 2022.

Please send a letter of interest and resume to Julie DeConto at julie@realityministries.org