

**Collinsville Faith in Action
(A not-for-profit corporation)
Vacancy Announcement**

Title: Bookkeeper

Summary: Under the supervision of the Executive Director, performs a variety of bookkeeping and financial reporting duties and responsibilities.

Work Schedule: The position of Bookkeeper is a part-time, 20 hours per week, hourly position. The incumbent is expected to work regularly scheduled office hours as agreed with the Executive Director. The incumbent is expected to occasionally be available outside the regularly scheduled hours for special reports/events.

Bookkeeper Functions

1. Maintains the financial records of agency by performing standard transactional accounting/bookkeeping functions
2. Ensures all financial data is recorded accurately in the established QuickBooks financial/business systems
3. Maintains Accounts Receivable, Accounts Payable, and General Ledger accounts in compliance with CFIA auditor and grant-funders' standards
4. Allocates to the correct cost center and posts financial transactions in a timely manner (e.g., invoices received, recurring expenses)
5. Coordinates payment of invoices and recurring bills
6. Records deposits and incoming monies into QuickBooks on a regular basis.
7. Performs bank statement reconciliation.
8. Ensures the integrity of the financials by performing quality assurance on the data entered into the financial systems
9. Ensures financial and other business records are backed up and retained pursuant to agency's data retention policies
10. Maintains continuity book of accounting policies and practices to assist in continued performance of duties by others as necessary.
11. Maintains confidentiality and uses discretion in all communications
12. Other duties as assigned

Financial Reporting Functions

1. Run monthly, quarterly, and annual standard account reports (Balance Sheets/P&Ls, etc.)
2. Provides Grant-specific monthly, quarterly, and annual reporting
3. Creates ad hoc reports used to support grant applications, specific grant requirements, etc.
4. Produces reports supporting Answers on Aging requirements (a specific grant program)
5. Coordinates with auditors and funders to provide data and reports to support annual audits
6. Provide explanation of financial reports to board of directors at quarterly board meetings

Qualifications Knowledge, Skills, and Abilities

1. 2 years of experience performing standard accounting/bookkeeping functions, or equivalent education
2. Ability to develop skills and knowledge concerning a variety of office systems and equipment
3. Demonstrated record of reliability and organization skills
4. Ability to work accurately with figures and perform basic calculations
5. Ability to accurately enter data into multiple databases
6. Competency in MS Office applications, Quickbooks, e-mail, and internet research systems
7. Experience working in a dynamic, flexible work environment
8. Collinsville Faith in Action requires reliable transportation as well as a valid driver's license and auto insurance (minimum liability coverage of \$100,000 per individual/\$300,000 per accident) or state ID.

Physical Requirements. Work is primarily sedentary. Must have ability to lift up to 40 lbs.

FLSA/Overtime. Non-Exempt. This is a part-time position with expected work taking no more than 20 hours per week. Preapproval required for anything over 20 hours a week.

Equal Employment Opportunity: Collinsville Faith in Action is an equal opportunity employer and provides reasonable accommodations to applicants with disabilities.

Benefits: Limited vacation time based on hours worked may be available.

To apply, submit the following documents to: lcbrennan@fiacollinsville.org or by mail:

Collinsville Faith in Action

Attn: Lisa Brennan

233 N. Seminary

Collinsville, IL 62234

1. Cover Letter
2. Resume
3. Salary Requirements

Please submit documents no later than **Monday, October 16, 2023.**