

Part Time Bookkeeper / Accountant
CLC Ministries International
Fort Washington, PA

CLC Ministries USA is an evangelical, interdenominational world mission, whose purpose is to make evangelical Christian literature available to all nations, so people may come to faith and maturity in Jesus Christ. CLC is a 501(C)(3) not-for-profit organization. Our core values are Accountability/Fellowship, Transparency/Holiness, Innovation/Sacrifice, Sustainability/Faith. <http://www.clcusa.org/index.php> <https://multilanguage.com/>

CLC Ministries is looking for a knowledgeable **Bookkeeper/Accountant** with experience in a non-profit organization to assist in managing our day-to-day accounting and finance requirements in a Christian environment as a servant leader. Trustworthy, confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good office relational skills, including 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. 20 to 30 hours per week. Reports to the Finance Director.

Responsibilities

- Balance and maintain accurate ledgers
- Coordinate bank deposits and report financial results on a regular basis to management
- Monitor expenses and tally and enter cash receipts
- Oversee payment of vendor invoices and track bank account balances
- Manages all payroll activities
- Develop monthly financial statements, including profit and loss statements and balance sheets
- Prepare quarterly payroll returns along with annual business taxes
- Perform monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, coordination and completion of annual audits, review financial reports/support as necessary
- Assist Finance Director with analyzing and reporting on financial status including income statement variances, to communicate financial results to management, budget preparation and analysis
- Recommend improvements to systems and procedures and assist with corrective actions
- Oversee taxes and abide by federal regulations
- Perform other necessary and related work as assigned
- Commitment to team work and support of the Mission's spiritual activities such as daily prayer and weekly chapel

Qualifications & Skills

- Agreement with CLC's statement of faith
- Five years' experience working in accounts payable and receivable, general ledger, payroll and payroll reports
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel and QuickBooks
- Experience in services related to payroll such as writing checks and submitting payroll taxes
- Excellent organizational, problem-solving, project management and communication skills
- Additional experience in Audit and International accounting

Desired

- CPA certification or equivalent level of accounting work experience
- Prior work with a Christian nonprofit organization
- Familiar with fund accounting

Contact

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