

GLOBALTIES > KC

POSITION DESCRIPTION: Part-time Bookkeeper *(Part-time contract: 5 hours a week)*

WHAT THIS IS: We are seeking a reliable and detail-oriented part-time bookkeeper to manage our financial records using QuickBooks software. The bookkeeper will be responsible for recording financial transactions, reconciling bank statements, generating financial reports, and performing other accounting duties as required. The ideal candidate will have strong organizational skills, attention to detail, and proficiency in QuickBooks.

Major Duties and Responsibilities:

- Record financial transactions in QuickBooks
- Reconcile bank statements and credit card statements
- Process accounts payable and accounts receivable
- Generate monthly financial statements and reports
- Manage vendor and customer accounts
- Ensure compliance with accounting principles and regulations
- Assist with annual audits and tax preparations
- Maintain an organized and accurate record-keeping system
- Perform other accounting duties as required

Requirements:

- High school diploma or equivalent
- 2+ years of experience in bookkeeping or accounting
- Proficiency in QuickBooks
- Strong attention to detail and accuracy and excellent organizational skills
- Ability to prioritize and multitask
- Familiarity with accounting principles and regulations

Working Hours: This is a part-time position, with an expected workload of approximately 5 hours per week. The specific schedule is flexible and can be discussed with the candidate.

Compensation

\$25-\$30 an hour, depending on experience

To apply, please do the following:

1. Please submit a cover letter describing your interest and qualification for the specific position for which you are applying
2. Include a current resume
3. Provide a list of three to five references, including a recent supervisor or someone familiar with your work

Please include a joke within the text of your email. Submit via email (preferred) to

info@globaltieskc.org

Only applications submitted per the above procedure will be accepted for review. Global Ties KC is an equal opportunity employer and is committed to a diverse and inclusive workplace.