

Friends United Meeting

Job Search: Finance Manager / Full-Charge Bookkeeper

Richmond, Indiana

Friends United Meeting is a Christian non-profit organization affiliated with the Religious Society of Friends (Quakers). We are currently seeking a Finance Manager/Full-Charge Bookkeeper to join our international team. A successful candidate for this position must be willing to learn new software systems, employ best accounting practices, produce and communicate financial reports, and establish and implement the financial procedures of the organization. A candidate must be a self-starter, detail-oriented individual, who confidently works independently, but enjoys being part of a supportive team. A candidate must also respect the values and testimonies consistent with Friends.

Responsibilities:

- Accounts payable process
- Accounts receivable process
- Perform payroll functions
- Bank reconciliations
- Worker's Compensation annual reports
- Check the accuracy of business transactions
- Perform data entry and administrative duties
- Produce managerial reports and financial statements
- Communicate with staff, board members, and constituents in a professional manner to clarify financial information received

Qualifications:

- Minimum 3 years of accounting/bookkeeping experience
- Understanding of debits and credits
- Hold an associate degree in accounting, a bachelor's degree a plus
- Proficient in excel, email, and accounting software
- Ability to create detailed work-flows and follow tasks accurately
- Strong work ethic and "team player" mentality
- Ability to prioritize and multitask
- Exceptional analytical and problem resolution skills
- Strong organizational skills

Compensation & Benefits:

- Fulltime salary
- Medical insurance
- Retirement plan
- Paid vacation

Apply by August 1, 2019:

Send resume and cover-letter to the attention of Kelly Kellum
kellyk@FUM.ORG

or

Kelly Kellum
Friends United Meeting
101 Quaker Hill Drive
Richmond, IN 47374