

## Accounting Clerk (Full-Time / 1 FTE / 40 hours per week)

Are you ready to take the lead in creating a vibrant, supportive workplace that attracts and retains exceptional talent to carry out our Christ-centered mission? The Accounting Clerk will have basic bookkeeping knowledge of accounting practices with the ability to apply those skills to current technology utilized by the organization. The Clerk will display professionalism and maintain the utmost confidentiality while executing their job responsibilities. He or she should be a strong communicator, be detailed oriented, organized and able to manage their time efficiently and effectively.

To learn more about the impact that IM is having in the lives of people with disabilities, watch Maddy's story here: <https://vimeo.com/user124704206/review/938398361/fbf29709e3>

Intrigued about this opportunity? **Apply today!**

### Why Work For Us?

- Excellent, competitive pay – Up to \$20.00 / hour.
- Great benefits package.
- Enjoy coming to work every day knowing you've made a difference in the lives of people with disabilities.
- Be part of a mission, not just a job! Check us out online – [www.inspirationministries.org](http://www.inspirationministries.org)

### Benefits & Conditions:

- 60-day waiting period for enrollment
- Health plan reimbursement for marketplace coverage
- Dental and Vision Insurance
- Free Basic Life Insurance, Short Term Disability, Accidental Death and Dismemberment Insurance
- 401(k) Retirement Plan

### Major Responsibilities:

- **Accounts Receivables:** Prepare and create invoices.
- **Accounts Payable:** Process approved vendor payables for payments.
- **Purchasing:** Coordinate with managers for purchasing needs and maintain preferred Vendor relationships.
- **Compliance:** Ensures compliance with GAAP rules and procedures to ensure the accuracy, consistency, and transparency of financial reporting.
- **Other Accounting responsibilities:** Enter daily transactions, general ledger reconciliation, internal auditing, external auditing, maintain archived documentation, and assist with the deposits and maintain multiple petty cash accounts.
- **Other Administrative responsibilities:** assist with mail runs, resident services, and attend Development fundraising events yearly (as needed).

### Experience, Qualifications, and Requirements:

|                            |   |
|----------------------------|---|
| <b>Years of Experience</b> | 2+ years of experience in accounting preferred.                               |
| <b>Education</b>           | High-school diploma required; relevant technical school coursework preferred. |
| <b>Certifications</b>      |   |