

Love in Action of the Tricities
Grand Haven, MI 49417
Part-Time
Book Keeper / Executive Assistant - Part-time 20 hours a week

The Book Keeper/Executive Assistant is responsible for overseeing and managing the bookkeeping for LIA along with assisting the Executive Director and performing HR duties.

Bookkeeping/Clerical Duties:

Open and process daily mail
Record donations in Donor Perfect, ensuring all records are complete and accurate
Prepare donations, invoices, and payroll documentation for the ED
Pay bills, upon approval of ED
Prepare or oversee preparation of monthly bank reconciliations
Ensure all receipt letters are prepared accurately, timely and with excellence-recognizing the importance of this communication with donors
Prepare & submit payroll bi-weekly
Provide various reports from QuickBooks i.e., for grant reporting, board reporting, and budget reporting

Skills and Requirements:

Christ Focused
Strong computer skills including, MSOffice products
Strong QuickBooks experience
The ability to develop and work with processes and systems
Good time management
Extremely organized
Donor management software preferred

Pay:

To be determined by experience

Benefits:

Paid holidays
One week paid vacation