

**Mission for Area People
Muskegon, Michigan**

**Part Time Accountant
Job Description**

Mission for Area People (MAP) is a 56-year-old, successful faith-based, non-profit organization providing Muskegon County residents with resources to meet basic needs, promote self-sufficiency, and improve quality of life. We are seeking an Accountant to manage all financial transactions, from fixed payments and variable expenses, to bank deposits, budget development and monitoring, and financial reporting. Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns. The Accountant reports to the Executive Director.

We are seeking an individual with previous bookkeeping experience, preferably 3-5 years, knowledge of and/or experience with non-profit organizations preferable and a flair for spotting numerical mistakes. Experience with Quick Books as well as an ability to prepare reports providing accurate quantitative information on the agency's financial position, liquidity and cash flows while ensuring compliance with all tax regulations. All of this requires comfort with other computer applications such as Excel and Word and the Internet.

The Accountant is part of a small, dynamic team and necessarily supports all staff with special projects like fundraising activities, program support at high times of urgency, and grant research and provision of data for grant writing and reports.

Specific Responsibilities:

- Manage all accounting transactions
- Process donations/contributions received including those made online
- Process thank you letter for contributions received
- Process payroll
- Prepare budget forecasts
- Published financial statements in time
- Handle monthly, quarterly and annual closings and reports
- Reconcile accounts payable and receivable
- Reconcile bank statements and balance sheet
- Ensure timely payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements

- Maintain fixed asset inventory
- Report on the organization's financial health and liquidity
- Audit financial transactions and documents based on program requirements
- Reinforce financial data confidentiality and conduct database backups
- Comply with financial policies and regulations
- Monitor/maintain internal controls
- Assist independent CPA in review/audit of financials
- Assist with social media updates
- Assist with grant research and provide necessary data and reports

Reports to: Executive Director

Pay: Hourly (\$20 - \$28/hour)

Schedule: Monday – Friday (some weekends for fundraising responsibilities)

Education: Bachelor Degree preferred

Experience: 3 years preferred

Physical setting: Office

To apply: Send letter of introduction and resume to:
Mission for Area People
Attn: LaDon Thompson, Board Secretary
2500 Jefferson St
Muskegon Heights, MI 49444
Or email
ladonthompson@gmail.com