

Maxwell Street is hiring a Business Manager

Under the direction of the Senior Pastor, this position is responsible for performing a variety of bookkeeping and accounting duties including processing payroll bi-weekly, financial record keeping and transactions including A/P, A/R, monthly billing, and General Ledger. Desired individual will have experience with Excel and/or Quickbooks working in the the nonprofit setting, attention to detail, demonstrated professionalism and tact in communications with a diversity of individuals, and an outgoing and friendly personality.

Responsibilities for Business Administrator

- Perform payroll functions in an accurate and timely manner, and submit payroll taxes
- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to A/P, A/R, journal entries, and bank reconciliation.
- Conduct reconciliation of all accounts on an as needed basis
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Perform all activities related to the accounts payable function including reviewing, coding, and processing contributions/payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare financial reports through collection, analysis, and summarization of data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Attend Monthly Stewardship (Finance Committee) Meetings
- Prepare annual budget with direction from Senior Pastor and Stewardship Committee
- Maintain capital assets inventory

Qualifications for Position

Bachelor's degree in Accounting, Finance, or related field

3-5 years relevant experience working in accounting and bookkeeping

Thorough knowledge and understanding of GAAP

Strong verbal and written communication skills

Proficient skills in Microsoft Excel and/or Quickbooks

Experience with accounts payable, accounts receivable, payroll, and general ledger

High degree of accuracy and attention to detail

- 20 hours per week, compensation commensurate with experience

Send Cover Letter and Resume to matt@maxpres.org