Family Health Ministries

Staff Accountant – Part-time

Family Health Ministries is seeking an experienced, part-time Staff Accountant to be part of our team. This person must have a minimum of five years' accrual accounting experience, with at least two years of non-profit accounting experience. Must be very proficient in: Quickbooks, Excel and PowerPoint and be able to learn and use a cloud-based database. Prefer someone with a Bachelor’s degree in Accounting or Business. This person should be self-motivated, a clear communicator and reliable.

Job Requirements: Successful candidates will demonstrate each of the following:

- Very strong accounting background with grant management and restricted fund accounting experience
- Excellent attention to detail and organization
- High self-motivation and problem solving skills
- Professional conduct and ability to work well in a team environment

Responsibilities:

- Process all incoming receipts and maintain recordkeeping, especially in regard to restricted funds and grants
- Accounts Receivable tracking and management
- Accounts Payable management, disbursements and international wire transfers
- Oversee all GL adjustments for accrual based accounting
- Grant fiscal management and reporting
- Payroll processing for US staff
- Oversee Haiti Guesthouse accounting and provide support in same with Guesthouse manager
- Prepareed monthly financial statements and dashboards for the ED and Board of Directors
- Assist ED in presentation of financial statements, trends and changes to the BOD
- Assist ED with yearly operational budgeting and provide budget vs. actual reporting and analysis
- Coordinate with external auditor for annual review
- Coordinate with Board Treasurer on 990 reporting
- Oversee donor database maintenance

Ideally, candidate will also have the experience and skills to:

- Coordinate with ED and staff on development of fundraising strategic planning
- Coordinate with ED and consultant re: sourcing additional funding sources

How to apply

To be considered for this position, submit each of the following to kathy.walmer@familyhm.org: (a) letter of interest stating why you are an excellent fit for this position, (b) CV that includes accounting and software skills and experience. Applications without ALL requested materials will not be considered. No Phone Calls Please! Job Description: Staff Accountant
Location
1921 North Pointe Drive, Suite 200, Durham, NC, 27705, US

Details

Education requirements
4-year degree, Accounting, Business

Languages needed
English

Employment type
Part time

Professional level
None specified

Salary details
DOE

Job function
Accounting and finance, Accounting, Part-time

Owner's areas of focus
Community development