

Accountant Opening for Prescott-based Non-profit Organization

Currently seeking an experienced and self-motivated individual to direct and coordinate the full complement of financial activities at a local church. The position would be ideal for anyone seeking part-time, flexible hours in a fun, collaborative environment. The Accountant reports directly to the Rector and works in concert with the church Treasurer and Parish Administrator. Duties include but are not limited to: weekly cash counting, recording, and posting; Accounts Payable, processing and completion of all month-end entries and reports; maintaining an accurate General Ledger; coordinate and assist with Annual Audits, and complete other financial tasks as necessary. Requirements include 3-5 years accounting experience, including solid accounting, problem-solving, and analytical skills; good communication and organizational skills; and strong business ethics. A strong working knowledge of QuickBooks, non-profit and accounting management a plus, but not required. Hours: 20-25 hours per week, and salary is commensurate with experience. Please send resume and cover letter to info@slecp.org.