

PART-TIME BOOKKEEPER WANTED

Unity Worldwide Ministries – Great Lakes Region is seeking a part-time bookkeeper to process all financial transactions of the organization including contributions, accounts receivable and payable, payroll and payroll taxes, and financial reports. An under-graduate degree in accounting is preferred, with business or management and at least 4 years of bookkeeping experience, and familiarity with PowerChurch accounting software and/or QuickBooks for Non-Profit is required. This person is an effective communicator, responsible and self-motivated. This person will report directly to the treasurer and work with employees regarding expense reimbursement and necessary payroll information requirements. Hours required: 30 hours/month. Compensation: \$750/month based on experience. To read the full job description, go to www.greatlakesunity.org. Email resume and cover letter to GLURCTreasurer@gmail.com by April 15th, 2021.