

Bookkeeper/Office Manager

Are you looking for:

- A flexible work environment where good work/life balance matters?
- Work that's interesting and meaningful?
- A workplace that allows you to be involved with saving the 100-mile Georgia coast.
- A pleasant and supportive culture?

One Hundred Miles (OHM) is that organization. We are a local nonprofit located in Brunswick that is seeking a part-time bookkeeper/office manager. We are a forward-thinking environmental advocacy group that utilizes QuickBooks Online and other cloud-related services within our organization. The bookkeeper/office manager is an essential member of the OHM team, so it's important that they love bookkeeping, people, and the environment.

This position will involve full charge bookkeeping responsibility for the organization.

Responsibilities Include:

- Working closely with the CEO on the organization's financials
- Entering and reviewing accounting activity in QuickBooks
- Reconciling bank, money market, investment, and credit card accounts
- Process accounts payables and member donor income
- Making timely bank deposits
- Work with the development coordinator to reconcile the QB accounts with Salesforce
- Submitting merchandise sales taxes to the appropriate government agency
- Assist with annual audit
- Maintain and update the chart of accounts as needed and accounting forms
- Maintaining accounting and non-accounting filing systems

Qualifications

- Excellent verbal and written communication skills
- Knowledgeable of general bookkeeping/accounting principals
- Proficient with QuickBooks Online
- Must be accurate and detail-oriented
- Associate degree
- High school diploma or GED
- A criminal background check and credit check is required

Ideal Traits:

- A team player who is accommodating and respectful of others
- An analytical person with an outgoing personality
- A person that is accurate and detail-oriented – who is organized, conscientious and likes systems and procedures
- Ability to deal with a changing environment and role
- Ability to be innovative and creative in this role

This position is part-time, offers flexibility, paid holidays, and prorated vacation if you work at least 20 hours per week. We have instituted COVID-19 precautions to ensure the safety of our staff.

Please submit your resume and cover letter to hr100miles@gmail.com. No telephone calls will be accepted. EOE.