

QuickBooks Specialist

This is a part-time, hourly position (weekly minimum 8 hrs./maximum 15 hrs.) with the First Presbyterian Church in Boynton Beach, FL. Ideal for someone looking for flexibility in a great workplace environment.

Essential Functions

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of specific statements of duties or functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

The QuickBooks Specialist will be responsible for the efficient management of financial records using QuickBooks. This role requires ensuring accuracy in accounting data, preparing financial reports, and supporting payroll functions. The ideal candidate will possess strong analytical skills and a comprehensive understanding of accounting principles.

Responsibilities

- Maintain and update financial records using QuickBooks.
- Manage accounts payable and receivable processes.
- Prepare and analyze financial statements and reports.
- Reconcile bank statements and general ledger accounts.
- Facilitate payroll processing and ensure compliance with tax regulations.
- Assist with budget preparation and forecasting.
- Ensure the accuracy and completeness of financial data.
- Collaborate with the finance team to streamline accounting operations.

Qualifications

- Certifications in QuickBooks Pro and Microsoft Office Suite given preference
- Minimum of 2 years of experience working with QuickBooks.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in the Microsoft Office Suite.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Good communication and team collaboration skills.

Salary

Salary is commensurate with experience. Salary range \$18/hr.- \$25/hr.