



## **Position Description: Part-Time Bookkeeper**

### **Pathways Mission Statement:**

The mission of Pathways is to provide a unique Christian Program dedicated to enhancing the quality of life for adults with intellectual disabilities. We assist each individual to achieve emotional, cognitive, physical, social, and spiritual growth to his/her fullest potential.

### **Position Summary:**

The Part-Time Bookkeeper will perform financial and administrative duties for Pathways. This is a part-time position consisting of 8 to 12 hours per week on average.

### **Major Job Responsibilities:**

- Record all Pathways financial entries including income and expenses and implement monthly reconciliations.
- Make weekly deposits for Pathways and maintain proper documentation of the deposits.
- Collect, track, and communicate with student families regarding tuition and other program fees.
- Prepare all Pathways monthly financial reports as requested.
- Perform other duties and assume other responsibilities as assigned

### **Skills, Knowledge, and Abilities:**

- A strong and mature Christian faith
- Demonstrate the ability to maintain a positive attitude while being flexible and adaptable
- Strong communication and organizational skills

### **Education and Experience Requirements:**

A college degree is required for this position. Three to Five years of experience with managing financial books is preferred. Experience with Quick Books required. Strong Computer skills with proficiency in Microsoft Word and Excel required. Experience with nonprofit agencies preferred.

### **Relationships:**

The Bookkeeper reports directly to the Executive Director. May also be asked to perform tasks for other staff members, clients and Board of Directors.