

## **EMPLOYMENT OPPORTUNITY**

**Catholic Cemeteries of Northeast Kansas** is hiring a part time accountant. The ideal candidate must be a detail-oriented problem solver.

### **Primary Job Responsibilities**

- Monthly bank reconciliations
- Create and post journal entries
- Review and analyze financial statements for accuracy
- Prepare and distribute financial statements to management
- Review of balance sheet and financial reporting
- Maintain the fixed asset system, updating for new assets and any other changes.
- Assist and coordinate with auditors in preparation of the annual audit
- Other duties or projects that arise

### **Required Qualifications:**

- Bachelor's degree in accounting
- Minimum of 3 years relevant work experience
- Excellent written and oral communication skills
- Experience with creating and using financial statements, working knowledge of Balance Sheets and P&L and preparation of monthly Cash Forecast
- Intermediate to Advanced Excel skills

### **Preferred Qualifications:**

- CPA
- Sage accounting system knowledge
- Experience working with nonprofits

This is a part-time, exempt position with a schedule of 20-24 hours per week. Compensation is based on education and experience.

**To apply, please send your resume to [svallejo@cathcemks.org](mailto:svallejo@cathcemks.org)**