



This position will perform general bookkeeping duties including A/P, A/R, invoicing, collections and account reconciliations. This position will assist in standard weekly and monthly financial reporting. Come work at a place where bringing your accounting talents to work helps better meet the needs of local Omaha families!

This position is 'work from home' during this COVID period. We do not have an estimated time of return to the office.

Responsibilities/Expectations

- Responsible for data entry and general journal postings.
- Process, maintain, and post A/R and A/P.
- Track and reconcile the use of company credit card activity.
- Prepare bank deposits.
- Monthly review of bank statements and reconciliations.
- Maintain Balance Sheet accounts and reconciliations.
- Research, track and restore accounting or documentation discrepancies.
- Assist with preparation and distribution of weekly/monthly financial reports.
- Assist with tax reporting.
- Record and maintain Fixed Asset List and Depreciation Schedule.
- Prepare for annual Audit and work directly with CPA team during the Audit process.
- Payroll processing and related requirements in conjunction with 3rd party payroll company.
- Other duties as assigned.

Knowledge, Skills, Abilities

- Proficient computer skills including strong working knowledge of Excel, Outlook, and Word.
- Experience with accounting software required.
- Understanding of Generally Accepted Accounting Principles (GAAP).
- Possess strong oral and written communication skills.
- Data entry and word processing skills with accuracy and attention to detail.
- Conduct self in a professional manner, work to solve problems and identify new ways to improve and implement efficiencies within the organization.
- Maintain confidentiality regarding all information.
- Ability to provide superior customer service and effectively answer questions.
- Ability to stay focused, productive while working from home.

Qualifications

- Associates Degree in accounting or equivalent experience.
- Accounting experience to include Accounts Payable, Accounts Receivable, General Journals, Ledger Reconciliations, Spreadsheets, and Financial Reporting.
- Healthcare or Non-Profit experience a plus.
- Prefer experience in an actual accounting setting.

Qualified candidates may email a resume to amccaskill@crccomaha.org or

apply online at <https://crccomaha.org/who-we-are/careers.html>.