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](https://crccomaha.org/who-we-are/careers.html).