

**Access of West Michigan
Accounting and Business Manager
Job Description**

**Access of West Michigan
Office Manager / Bookkeeper
Job Description
Hourly, \$18-\$20/hour, 25 hours/week**

Who We Are

Celebrating the activity of God in our midst, the mission of Access is to strengthen and develop wholistic solutions to poverty by cultivating equitable systems through education and collaboration. Access frames our approach to poverty by focusing on prevention through systems change. Our three initiatives include Good Food Systems, Congregation Connections, and Poverty Education. The **Good Food Systems** initiative focuses on growing a local food system that is fair, green, healthy, and accessible for all. **Congregation Connections** connects the faith-based community to issues of justice and stewardship within benevolence outreach. **Our Poverty Education** initiative exists to overcome misconceptions about poverty and motivate people to become involved in activities that promote justice in our communities while providing economic opportunity for our workshop staffers.

The Position

The Office Manager / Bookkeeper will be responsible for a wide range of administrative and financial functions and will have strong attention to detail with the ability to communicate well both internally and externally, as well as be proficient in both the Microsoft Suite and QuickBooks. This person will have the ability to work independently and on a team. This position is part-time (25 hours per week) with flexible scheduling.

Primary Duties & Responsibilities:

- Prepare payroll, IRA and insurance biweekly; manage payroll service vendor
- Manage all bill entry, accounts payable & receivable, ACH payments
- Reconcile selected accounts monthly and run financial reports for Co-Ed's and Finance team
- Analyze, organize and execute office operations, procedures and filing systems
- Assist HR through activities such as new hire documentation and workstation set up in coordination with HR team
- Manage office phone system
- Manage office supplies, vendor relationships including information technology, and licenses
- Act as liaison with landlord (CRCNA): rent payment, room reservation, building emails, as well as any additional tasks related to coordinating lease relationship

Preferred Attributes and Abilities

- Commitment to the goals of building an anti-racist culture and an understanding of the principles of diversity, equity, and inclusion
- Demonstrates passion for and commitment to the mission of Access of West Michigan, and a commitment to our values as a faith-based organization with a shared leadership structure
- Knowledge of fundamental accounting principles (GAAP)

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- Excellent organizational skills, with accuracy and high attention to detail
- Excellent verbal and written communicator
- Experience in QuickBooks – at least 2 years
- Experience in Microsoft Office Programs: Excel, PowerPoint, and Word
- Knowledge of Cloud based systems. Salesforce background appreciated
- Bachelor’s degree (in business, finance or accounting preferred) OR at least 2 years of related experience

Work Environment

- General office environment with extensive computer use required
- May occasionally lift or move up to 25 pounds
- Minimal local travel and occasional travel for conferences
- Flexible scheduling that includes occasional nights and weekends

Think you’re a phenomenal fit for us? Submit cover letter, resume, three professional references, and salary requirement to jobs@accessofwestmichigan.org by September 23, 2022