

JOB TITLE: General Bookkeeper

Reports to: Senior Accountant

Job Status: Full-time, exempt

Pay Range: Dependent upon experience

SUMMARY:

We are looking for a General Bookkeeper who can assist our Accounting Department in the management of Fixed Assets, Inventory, Payroll, quarterly/annual tax filings, intercompany transfers and other miscellaneous tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Make accurate and timely entries into our accounting software's Fixed Assets and Inventory modules.
- Prepare monthly payroll funding requests, collaborate with HR on monthly payroll processes, help ensure payroll tax compliance with applicable federal and state regulations in conjunction with consultants and contractors.
- Make appropriate bookkeeping entries for transfers of funds between the Church and its subsidiaries.
- Assist with the production of quarterly and annual state and federal tax filings, which may include IRS Form W-2, 1095-C, 1099 (NEC & MISC), various Montana Department of Revenue reports and questionnaires etc.
- Assist in the compilation of year-end financial statement documentation for external CPA review.

KNOWLEDGE AND SKILLS

- An understanding of accrual basis accounting, particularly as it pertains to Fixed Assets and Payroll.
- Facile with Microsoft Excel and other Office 365 products.
- Experience with enterprise grade accounting or ERP software.
- Experience with State and Federal tax filings, particularly payroll-related filings.

ADDITIONAL INFORMATION:

Education, Experience and Competencies Qualifications:

Bookkeeping certification or an Associate's Degree in Bookkeeping, 2+ years of work experience.

Accommodations

Employer: Church Universal and Triumphant
Group:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Benefits

Eligibility for the employee Health Plan, life insurance, Paid Time Off benefit which includes vacation, sick leave, paid holidays, and 401(k). Additional information about these benefits is available from Human Resources.

Legal Holidays Observed

Presidents' Day, Memorial Day, Labor Day, Thanksgiving and the day after, Christmas Day and two flexible holidays for New Years and July 4th that can be taken at any time.