



**JOB POSTING: BOOKKEEPER**

**Job Title:** Book Keeper (part- time)

**Department:** Finance

**Reports To:** Director of Finance

**Date:** July 1 2021

Responsible for monthly accounting tasks; bank and account reconciliations; grant and government reporting

**Competencies include:**

- Strong financial and analytical skills
- Excellent problem solving skills, including the ability to develop and follow through with practical solutions
- Collegial and collaborative with colleagues – a team player
- Flexible in work schedule
- Passion for the mission and vision of RefugeeOne

**Education/Experience:**

- Bachelor's degree in Accounting or equivalent
- At least 3+ years experience, not-for-profit experience preferred
- Strong computer skills, including working knowledge of accounting software, Microsoft Office: Outlook, Word, and Excel. Familiarity with Sage MIP preferred

**Potential Career Path:**

- Financial Officer