

Union Gospel Mission - Duluth Bookkeeper

Position Description:

Union Gospel Mission bookkeeper is responsible for a variety of bookkeeping and accounting functions, including payroll.

Position Responsibilities:

- Handle daily transactions to ensure appropriate and timely processing.
- Prepare and make regular deposits.
- Maintain and reconcile all bank accounts.
- Manage general accounting duties, such as data entry and producing financial reports.
- Prepare payroll including quarterly tax returns, annual wage statements and other required payroll reporting needs.
- Ensure accurate coding of all input items, tracking and posting of prepaid accounts and accurate monthly and year-end closing.
- Assist in setting annual goals under the direction of the Executive Director.
- Assist with clerical and other related duties as required.
- Maintain positive work attitude towards UGM guests, volunteers, and coworkers.
- Follow all UGM policies and guidelines.
- Support the mission and values of UGM.
- Other duties as assigned.

Required Qualifications:

- Skills and experience in general accounting (non-profit experience preferred): including general ledger, journal entries, monthly closing, and financial statement preparation.
- Knowledge of federal and state regulations as pertains to accounting and payroll functions.
- Understanding of Generally Accepted Accounting Principles (GAAP).
- Proficient computer skills, including *Quickbooks* and *MS Office* software applications.
- Ability to work both independently and within a team setting.
- Valid driver's license and ability to use own vehicle for business banking purposes.

Preferred Qualifications:

- Bachelor's Degree or equivalent combination of education and experience, in accounting or related field.
- Ability to work well in high-energy, loosely structured environments.
- Ability to keep calm in stressful situations, managing multiple needs at one time.

Classification: This position is approximately 5-20 hours per week depending on Mission's financial needs. Non-exempt. Flexible scheduling.