

Financial Administrator Job Description

Minimum Qualifications:

- Extensive (minimum of five years) accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Experience in church or other non-profit bookkeeping/accounting
- Proficient in the use of personal computers and basic software such as MS Office
- Proficient in Intuit Quickbooks and MS Excel
- Extensive experience with cash accounting

Desired Qualifications:

- Associate Degree in Accounting from an accredited institution

Key Competencies

- Attention to detail and accuracy
- Planning and organizing; multi-tasking
- Good communication skills – verbal and written, in English
- Interpersonal and customer service skills
- Initiative
- Teamwork
- Honesty
- Confidentiality

Working Conditions:

- Part-time position in an office environment; working 20 to 24 hours per week Monday-Thursday.

Submit resume to resumes@hpcpatch.org or fax to 704-948-5611.