[https://www.younglife.org/Jobs/Pages/Postings/YL-Military-Bookeeper-%E2%80%94-Colorado-Springs,-CO.aspx](https://www.younglife.org/Jobs/Pages/Postings/YL-Military-Bookeeper-%E2%80%94-Colorado-Springs%2C-CO.aspx)

YL Military Bookkeeper (Part Time) — Colorado Springs, CO

**Description: Salary depends upon experience**

​This detail-oriented, analytical person with strong financial operations skills and initiative supports the U.S. and International accounting function of MCYM in a manner that is compatible with Young Life.

**Responsibilities:**

* Record all accounts receivable.
* Record all accounts payable.
* Prepare and enter journal entries, including standard transfers.
* Review cash/check deposits for U.S. and International on a weekly basis.
* Prepare and distribute receipt and acknowledgement letters on a weekly basis.
* Reconcile payments made to partner agencies.
* Prepare monthly AP reconciliations.
* Prepare and enter check run for U.S. and International. Process checks and distribute weekly.
* Prepare monthly bank reconciliations.
* Complete complex monthly reconciliations of ministry locations and partner funds.
* Complete monthly accounting system to donor database reconciliations.
* Prepare and maintain state charitable registration and renewals.
* Prepare and distribute monthly community donation reports.
* Update and distribute exchange rate sheet monthly.
* POC for U.S. and International finance transactions.
* Assist in analysis and recording of accounting transactions (income, expense, receivable, payable, etc.).
* Communicate with field staff regarding community event fundraising and donation processing.
* Communicate with authorized staff regarding headquarter event fundraising and donation processing.
* Prepare and distribute camp payment and donation reports as needed.
* Assist in producing financial information and reports.
* Assist the director of Finance with the completion of the annual audit and other projects as needed.

**Working Conditions**

* Office environment.
* Candidate should have a strong computer aptitude, appropriate dress and professional demeanor, and a desire to work in a friendly environment.
* Approximately 25 hours per week with flexible working schedule and the possibility of going full-time.

**Qualifications:**

* Knowledge of the applications of established bookkeeping and accounting principles and techniques. Proficiency exam is part of the interview process.
* Understand and apply laws, regulations and policies to maintain financial records.
* Demonstrate proficiency in Excel, Word and Microsoft Office Suite. Proficiency exam is part of the interview process.
* Sales Force experience desired.
* Strong analytical and problem solving skills.
* Strong organizational skills and integrity.
* Working knowledge of financial and audit procedures.
* Excellent verbal and written communications skills.
* Establish and maintain effective working relationships.
* Must be willing to accept direction, solve problems, and complete projects within the designated time-frame.
* Strong attention to detail and the ability to multi-task while maintaining a high level of accuracy in a fluid environment are essential.
* Enjoys working in a small-office environment, with a dynamic team in which everyone makes a difference.

**Education**

* Accounting degree is preferred.
* Minimum of three years bookkeeping experience for a business/organization.
* At least two years of accounting and bookkeeping experience with an emphasis in intermediate accounting or equivalent combination of education and experience.