

Christian Organization Seeking to Fill Full-Time Bookkeeping/Accounting Position

This position is responsible for the reconciliation of fund accounts, preparation of monthly and annual financial reports, assisting in preparation of annual budget, management of vendor services and quarterly system audits. The position is also responsible for quickly and accurately processing gifts, payables, reimbursements, and other financial and constituent information.

The position is on-site in the Olathe, Kansas office (Monday – Friday, 8:00AM-5:00PM).

The qualified candidate will possess an accounting or bookkeeping degree or equivalent experience, and have advanced skills in Microsoft Excel. Strong verbal and written communication skills, the ability to follow and prepare detailed instructions, attention to detail and accuracy are imperative to this position. All candidates should share the organizations conservative Christian values.

Please submit resumes to cdavis@jfhp.org.