

Myositis Support and Understanding

Bookkeeper Position Details

Position Summary:

- Maintaining the general ledger
- Accounts receivable including generating and sending invoices
- Reconciling bank and other cash accounts
- Month-end closing procedures
- Assist with monthly financial statements and analyses
- Working with the financial assistance team
- Time commitment: roughly 30-35 hours per month, including trainings and meetings

Qualifications:

- Associate's or Bachelor's degree in Accounting or related field desirable, but **not required**.
- 1+ years' experience in general ledger accounting required, or equivalent combination of education and experience
- Knowledge of generally accepted accounting principles
- Knowledge of general business practices
- Non-profit bookkeeping or accounting experience a plus
- Attention to detail
- Analytical skills and Critical thinking
- Organizational and Time management skills
- Computer Literacy, including proficiency with Excel. Experience with Microsoft Teams is a plus.
- Proficiency in Accounting Software
- Written and Verbal Communication skills
- You believe in our mission

Beyond the basic requirements above, the position of Bookkeeper carries other responsibilities:

Planning – Budgets are the financial version of an annual or strategic plan. As Bookkeeper, you will assist the Treasurer in the planning of the MSU annual budget and make sure budget priorities and decisions reflect the intentions and objectives of the board.

Strategy – As Bookkeeper, you will work with the Treasurer to bring data and financial oversight to the organization to aid the board in their decisions and assist in reviewing financial options and decisions needed to meet term goals to ensure MSU's financial strategy is aligned with our mission.