

**Job Title: Bookkeeper**

Please send resumé and questions to: [hrrspecialist@psnneo.com](mailto:hrrspecialist@psnneo.com)

**Reports To:** Director of Central Operations

**Location:** Pregnancy Support Network — Canton, OH

**Hours:** Part time

**Job Purpose:** To assist our finance team in keeping a complete and accurate record of all financial transactions in a systematic, orderly, logical manner

- Requirements:
  - Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
  - Exhibit a strong commitment and dedication to the pro-life position and sexual purity
  - Agree with and be willing to uphold the Team Values, Statement of Faith and policies of Pregnancy Support Network
  - Protect confidential information
  - Excellent communicator both verbally and with the written word
  - Have intermediate to advanced QuickBooks competency
  - Proficient in the Microsoft Office Suite
  - The ability to prioritize, multi-task, and adapt to change
  - Work well with others all around the Pregnancy Support Network
  - Exhibit strong attention to detail
  - 1-3 years' experience as a Bookkeeper, Controller, or Accountant
- Duties and Responsibilities:
  - This evolving role will focus on the day-to-day accounting operations
  - Protect confidential information
  - Secure and process cash, checks and payments
  - Attend team, staff and other meetings, as needed
  - All other duties, as assigned
- Day-to-Day Operations
  - Record entries into QuickBooks Online
  - Record day-to-day financial transactions
  - Process billing, cash receipts and bank transfers
  - Accounts Payable, make payments on time, print checks
  - Make bank deposits, as needed

