

Galilee is seeking an Accounting Technician

A successful candidate will be self-motivated, shows attention to detail, is knowledgeable about accounting software systems, is proficient in computer use, have good organizational skills and excellent communication and interpersonal skills.

General Duties:

- *Prepare the weekly revenue report.
- *Manage membership contributions in church management system
- *Scan invoices for payment through electronic bill payment system
- *Upload monthly bank statements
- *Compile the reimbursement papers from individual cardholders
- *Opening and dispositioning mail within the Finance Office

Requirements:

- *1-2 Years bookkeeping or accounting technician experience
- *Knowledge of accounting terminology
- *QuickBooks and Bill.com preferred but not mandatory (training is available)

Type of Position: Part-time (24-30 hours per week)

Salary: \$22.00

Work Schedule: Flexible

Location: Suitland, MD (Hybrid remote work an option)

Interested candidates, please contact **Deaconess Arletta Love at 301-420-5013 or Leta257@yahoo.com.**