

RECONCILIATIONS CLERK

FILING DEADLINE: March 25, 2020

SALARY: \$25,000.00 - \$35,000.00

EMPLOYMENT TYPE: Full-time

WORK LOCATION: Washington, DC

The Progressive National Baptist Convention, Inc. is recruiting to fill the position of Reconciliations Clerk. The Reconciliation Clerk provides general support for the accounting functions of the Progressive National Baptist Convention, Inc. (PNBC) and its affiliates (PNBC Foundation, PRO-EDCO, PNBC CDC) as required. The incumbent is primarily responsible for general ledger reconciliations and accounting for affiliates.

POSITION DUTIES

Prepare by the 10th of the month and submit to supervisor for approval all of the following:

Reconciliations for all bank accounts.

Accounts payables, accrued expenses and all other assigned GL reconciliations.

Fixed assets schedule.

Ensure all queries are cleared timely.

Research all unreconciled differences to ensure they are timely.

Maintain fixed asset schedule.

Ensure depreciations are calculated and posted monthly.

Reconcile fixed asset schedule to general ledger monthly.

Post all monthly transactions for affiliates as assigned.

Prepare monthly financial statements for approval.

Prepare al reports for distributions to Boards of Affiliates.

Assists in the predation of year end client schedules for annual audit examination.

Maintains financial security by adhering to internal controls.

Assists in the annual registrations for all Regional, Mid-Winter, and Annual Sessions.

Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

Education: An AA degree in Accounting

OR

Education: Graduation from high school. AND

Experience: Three years of experience in an accounting capacity to include experience reconciling agency accounting systems to fiscal control systems.

Preferred Qualifications

Basic Accounting background.

Auditing background.

General math skills.

Attention to detail.

Proficient in Microsoft Word and Excel.

Ability to work independently as well as in a team setting.

Ability to travel frequently.

FURTHER INSTRUCTIONS

All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

Submit resume and cover letter to: pnbchr@gmail.com.