



Job Title: Accounting Volunteer
Reports to: Marsha Rory
Status: Volunteer, Part-Time

POSITION SUMMARY

If you enjoy working with numbers, analyzing accounting transactions, and are familiar with annual non-profit audit requirements consider volunteering at the Literacy Connects accounting office. The Accounting Volunteer is responsible to help with analyzing accounts, monthly credit card reconciliation, developing year-end depreciation, and pre-paid assets schedules along with various other year-end schedules. Volunteers are expected to work at least one 3- or 4-hour shift per week for a minimum of two months.

ESSENTIAL FUNCTIONS

- Review balance sheet accounts and reconcile to general ledger
- Reconcile credit card receipts to credit card statement monthly
- Review cash projections and recommend adjustments as necessary
- Reconcile Depreciation and Prepaid Assets monthly
- Other accounting functions requested by the accountant

QUALIFICATIONS

- Prior attendance at a Literacy Connects Info Session
- Must have at least an AA degree in accounting. CPA degree preferred
- Work in a non-profit accounting office is a plus
- Must be familiar with Microsoft Office, especially Excel and Outlook. Knowledge of Google docs preferred
- Possess good verbal and written skills
- Ability to multi-task
- Be at least 18 years old with GED or HS diploma

Hours: Tuesday-Thursday from 9 am to 5 pm

Interested? Attend a Literacy Connects Info Session: <http://literacyconnects.org/volunteering/> and contact Marsha Rory at (520) 882-8006 Ext. 210 or email: mrory@literacyconnects.org

Website: www.literacyconnects.org