

## **Part Time Bookkeeper, Nonprofit Equine Organization**

Non Profit Equine Organization

Part Time Bookkeeper

- Maintain an accurate record of financial transactions
- Update and maintain the general ledger
- Reconciliation of entries into the accounting system
- Recording of debits and credits
- Maintain the trial balance, by a reconciliation of general ledgers
- Account reconciliation to assert the accuracy of transactions
- Use knowledge of local laws to comply with reporting requirements
- Monitor any variances from the projected budget

Please contact [nonprofitjobhrkc@gmail.com](mailto:nonprofitjobhrkc@gmail.com) for more information or to apply.