



Job Title:	Part Time Book Keeper	Job Category:	Administrative
Department/Group:	600	Job Code/ Req#:	601
Location:	Lakewood, CO	Travel Required:	No
Level/Salary Range:	\$ 20-25/hr	Position Type:	PT
HR Contact:	HR@thelearningsource.org	Date Posted:	01/20/2023
Posting URL:	www.thelearningsource.org		
Applications Accepted By:			
FAX OR EMAIL: HR@thelearningsource.org Subject Line: Part Time Book Keeper Please send a detailed resume. Cover letter is optional.		MAIL: The Learning Source Human Resources 777 S. Wadsworth Blvd #2-200 Lakewood, CO 80226	
Position Description			
<p>THE LEARNING SOURCE, A NONPROFIT AGENCY BASED IN LAKEWOOD, COLORADO PROVIDING EDUCATIONAL OPPORTUNITIES TO ADULTS AND FAMILIES ACROSS COLORADO AT OVER 30 LOCATIONS IS SEEKING A PART-TIME EXPERIENCED BOOKKEEPER TO ASSIST IN MANAGING THE DAY-TO-DAY ACCOUNTING AND FINANCE NEEDS OF THE ORGANIZATION. STRONG ACCOUNTING AND FINANCIAL SKILLS, CONFIDENTIALITY, EXCELLENT ORGANIZATION SKILLS AND ACCURACY ARE IMPORTANT QUALIFICATIONS FOR THIS POSITION, AS WELL AS GOOD CUSTOMER/VENDORS RELATIONS AND THE ABILITY TO COMMUNICATE CLEARLY. THE IDEAL CANDIDATE FOR THIS POSITION IS A SKILLED MULTI-TASKER, IS RELIABLE AND IS COMMITTED TO CONSISTENTLY MEETING DEADLINES. THIS POSITION IS 15-25 HOURS PER WEEK. WORK IS A MIX OF IN OFFICE AND REMOTE. THE POSITION REPORTS TO THE CEO OF THE ORGANIZATION.</p>			
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • FINANCIAL TRANSACTION DATA ENTRY • FINANCIAL STATEMENT PREPARATION • INTERNAL AUDITING • ACCOUNTS PAYABLE • ACCOUNTS RECEIVABLE 			



- RECONCILIATIONS
- PAYROLL
- PROJECT BUDGETS
- BANKING DEPOSITS

JOB QUALIFICATIONS

- Book Keeper certification or Associate's Degree and/or 3+ years accounting experience. Will consider recent graduates.
- General knowledge of generally accepted accounting principles.
- Proficient with Microsoft Office and Quickbooks Online.
- Extensive experience with data entry and record keeping. Accuracy is a priority.
- Highly organized with attention to detail.
- Excellent time-management skills.
- Good business communication skills, both verbal and written.

ADDITIONAL NOTES

- Position open until filled

The Learning Source promotes and provides educational opportunities through collaborative partnerships for adults and families to support their future achievements. Since 1964, The Learning Source has supported adult learners with barriers to education to pursue their educational and career goals.

The Learning Source provides equal employment to all qualified persons without regard to race, color, religion, sex, age, national origin, disability, or veteran status. This opportunity is extended to all individuals who are qualified for positions by virtue of job-related standards of education, training, experience and personal abilities.