



## **JOB POSTING – BOOKKEEPER**

Listed May 2021

The Mississippi Center for Justice seeks to hire a bookkeeper to work in its headquarters office in Jackson, MS. This position is critical in helping the Center meet its growing administrative needs.

### **About the Center**

The Mississippi Center for Justice opened its doors in 2003 with a simple mission: dismantling the policies that keep Mississippi at the bottom of nearly every indicator of human well-being and deny African-American and lower-income Mississippians the opportunity to advance themselves.

As a home-grown public interest law firm, the Center is advancing racial and economic justice through an approach that combines legal services with policy advocacy, community education and media outreach. The Center partners with national, regional, and community organizations to develop and implement campaigns designed to create better futures for low-income Mississippians and communities of color in the areas of educational opportunity, financial security, health care, affordable housing, and other vital issues.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, calculators, phones, photocopiers, filing cabinets, etc.

### **Physical Demands**

This is a largely sedentary role; some filing is required. This would require your ability to move files, open filing cabinets and bending or standing as necessary. The ability to lift file storage boxes full of files (approximately 30 to 50 pounds) may be required.

### **Job Duties**

The following tasks and descriptions are for informational purposes only and may change as necessary. The ideal candidate will be self-motivated, flexible, and enjoy working in a fast-paced environment.

The Bookkeeper will be a full-time employee of the Mississippi Center for Justice in its Jackson office and report directly to the Financial Manager. With oversight by the Financial Manager, the Bookkeeper's duties and responsibilities will include:

- Entering data into the accounting software in an accurate and timely manner.
- Performing accounts payable functions (review, coding, and processing payments).
- Processing semi-monthly payroll.
- Maintaining complete and accurate financial and grant files.
- Generating financial monthly reports.

[Type here]

- Maintaining grant reporting and meeting other important deadlines.
- Supporting preparation for the annual audit.
- Preparing journal entries.
- Reconciling all accounts on an as needed basis.
- Other duties as assigned.

In addition to these responsibilities, the Bookkeeper will be an integral member of the Center's staff by assisting on a wide variety of tasks and events as needed.

### **Qualifications**

The ideal candidate will possess the following qualifications:

- Bachelor's degree in accounting, finance, or related field preferred; however, experienced candidates with a 2-year associates degree or certificate in bookkeeping, accounting, finance, or related fields may be considered.
- Minimum five years of bookkeeping experience working with payroll, accounts receivables, and accounts payable.
- Non-profit or government grant administration experience preferred but not required.
- Strong organizational skills.
- Attention to detail.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Excel, Word, and Outlook; and small business accounting software, e.g., QuickBooks (preferred).
- Experience with bill.com or other AP processing services is a plus.

### **Salary/Fringe Benefits**

Compensation is commensurate with the candidate's experience. The Center offers a comprehensive suite of company-paid benefits.

### **How to Apply**

Forward a cover letter, resume, and the names and contact information for three references to [bookkeeper@mscenterforjustice.org](mailto:bookkeeper@mscenterforjustice.org).

### **Deadline**

Apply immediately. Position will be open until filled.

Mississippi Center for Justice is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. Mississippi Center for Justice makes hiring decisions based solely on qualifications, merit, and business needs at the time.