

GOD'S HOUSE KINDERGARTEN
JOB DESCRIPTION
ACCOUNTING CONSULTANT

02/18/10

STAFF RELATIONSHIPS

The Accounting Consultant reports to the God's House Director and the Board of Directors.

QUALIFICATIONS

1. Professional accounting experience
2. Ability to communicate financial information to lay people (i.e. Board of Directors)
3. Proficient in Excel
4. Prefer B.S. degree in Accounting or proven equivalent experience
5. Experience using Quickbooks

RESPONSIBILITIES

Maintain confidentiality of financial information as well as information regarding God's House parents/students/ and employees

Follow the **GHK Financial Policies and Procedures** manual

Coordinate with bookkeeper in the following areas:

- Oversee and review the monthly financial reporting and present the reports to the Board of Directors during their monthly meetings
- Budget preparation

SALARY: \$100 per month with a bonus of \$500 payable at budget completion

Candidates interviewed will be given a brief test in Excel and Quickbooks.