



Part-Time Bookkeeper

Position: Part-time Bookkeeper

Mission Advancement Professionals (MAP), a leader in the fundraising consulting industry and based in the Dallas, Texas area, is seeking a motivated professional to manage day-to-day bookkeeping activities on a part-time, remote basis.

Essential Responsibilities

- Enter bi-monthly payroll
- Send monthly invoices to clients
- Reconcile monthly credit card statement
- Receive and enter monthly expense reports from employees
- Reconcile monthly bank accounts

Qualifications

- Proficient in Quickbooks online
- Self-starter
- Flexible hours/availability

Compensation

Part-time hourly rate, commensurate with experience. Approximately 15-20 hours per month expected, beginning in January 2019.

Please send resume to info@missionadvancement.com and visit our website at www.MissionAdvancement.com for more information about our firm.

