



Part-Time Controller

Position: Part-time Controller

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, in addition to budgeting and financial planning activities on a part-time basis.

Essential Responsibilities

- Enter bi-monthly payroll
- Send monthly invoices to clients
- Oversee accounts payable
- Reconcile monthly credit card statement
- Manage/approve employee expense reports
- Reconcile monthly bank accounts
- Work with leadership to develop and maintain annual budget
- Provide monthly financial reports to company leadership

Qualifications

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

Compensation

Part-time hourly rate, commensurate with experience. Approximately 30 hours per month expected.

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

