



Ouachita Hills Ministries, Inc.

A Seventh-day Adventist Supporting Institution

Job Title	Bookkeeper/Industry Supervisor
Department	Accounting Department
Position Status	Full Time
Available	Upon selection of qualified candidate
Job Summary	<p>The Bookkeeper/Industry Supervisor will contribute to the efficient and effective workings of the finance department by executing daily tasks with a strong attention to details. This role will utilize accounting knowledge, time management skills, and effective problem solving to ensure success.</p>
Duties and Responsibilities	<p>The selected candidate will also supervise and ensure effective daily operations of Ouachita Hills Resources on-line stores and Ouachita Hills Bookstore-- the two industry units that provide additional source of income to Ouachita Hills Academy.</p> <p>Will perform other school operational duties as announced in the school monthly calendar.</p> <p>Accounts Payable</p> <ul style="list-style-type: none"> • Records invoices into the accounting system • Processes disbursements • Resolves discrepancies <p>Accounts Receivable</p> <ul style="list-style-type: none"> • Sends invoices and manages aging of students' accounts • Prepares bank and credit cards reconciliation • Deposits receipts in bank <p>General Ledger</p> <ul style="list-style-type: none"> • Reconciles balance sheet accounts – including but not limited to cash, a/r and a/p; research and resolve discrepancies • Reviews postings to the GL for accuracy and timeliness • Prepares monthly and on-demand financial statements

<p>Desirable Qualifications</p> <p>Posted</p> <p>Application Procedure</p>	<p>Other Financial Responsibilities:</p> <ul style="list-style-type: none"> • Reconciles Petty Cash • Processes payroll • Performs communications and correspondence as directed by the school director; maintains confidentiality in all executive matters • Reconciles credit card to bank statements • Keeps files up to date and organized, including inspections, registrations, insurance etc. <p>Supervises the Business units day-to-day operations. Reception and Administrative support Perform other duties as assigned</p> <ul style="list-style-type: none"> • Bachelor’s Degree in Accounting or equivalent experience. • Knowledge of GAAP and fiscal management principles. • Excellent knowledge of computer based applications such as MS Word, spreadsheets and databases. • Excellent verbal, written and interpersonal skills. • Decision making and problem solving capabilities • Leadership and supervisory skills to lead students supporting the school industry operations. • Excellent customer service skills. • Ability to train students and staff. <p>February 16, 2016</p> <p>Interested individuals must submit an official application to: Magda Rodriguez, President Ouachita Hills College 46 Madison Way Amity, AR, 71921</p> <p>Telephone: 870.342-6210 x223 Email: info@ohc.org</p> <p>You may also apply using our online application.</p>
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