

ACCOUNTING ASSISTANT

Right to Life of Michigan (RLM) is looking for a prolife individual to assist the Accounting Department and provide support for various RLM Directors and Departments.

Responsibilities:

- Process, file and balance entries in checking accounts, auto charges and record in general ledger.
- Create and file daily log sheets.
- Open/sort mail into entity, create and scan batches for each.
- Provide reports of and copy donations over a specified dollar amount as needed.
- Process member donations received via phone, online, fax, and mail- balance at the end of each day.
- Create and distribute daily financial reports.
- Receive donations and answer related questions.
- Perform other duties as assigned or required and act as backup for roles outside of accounting.

Qualifications:

- Two years' experience in administrative position in accounting or finance preferred.
- Proficient knowledge of computers and Microsoft Office.
- Confidentiality.
- Good communication skills.
- Attention to detail.
- Ability to multi-task
- Associates or Bachelor's degree in Finance, Accounting or Business Administration is preferred.

PLEASE NOTE:

This is a full-time position with benefits package. Please send PDF documents with your cover letter and resume to Office Manager at careers@rtl.org or mail to: Office Manager, Right to Life of Michigan, PO Box 901, Grand Rapids, MI 49519 – 0901.

Deadline for application is Friday, September 23, 2022.