



RMHCK Accounting Clerk Job Posting

The Accounting Clerk is a regular part-time, hourly employee (three days a week, approximately 24 hours per week) of Ronald McDonald House Charities of Kentuckiana and is subject to the personnel policies of RMHCK. They will report to the Chief Operating Officer.

Overview/Summary

Since opening on September 10, 1984, Ronald McDonald House Charities of Kentuckiana (RMHCK) has provided a “home away from home” for families of children receiving healthcare at area medical facilities while also lending support to other organizations who aid children. Since then, Ronald McDonald House and Ronald McDonald Family Rooms have served over 28,000 families.

RMHCK provides thirty-six guestrooms at the Ronald McDonald House, along with meals prepared by volunteers, laundry facilities, toiletries, recreational activities and more. With an annual budget of \$1.5 million, we also operate Ronald McDonald Family Rooms at three local hospitals, as well as provide grants and scholarships.

We seek a highly motivated, dynamic and experienced professional who has a passion for our mission.

Role

The Accounting Clerk performs basic functions of accounting and reporting for the organization. These duties include accounts payable, accounts receivable, acknowledgement of donations, data entry, preparing standard reports.

Essential Functions

The Accounting Clerk is responsible for the following areas:

- Coding and processing accounts payable
- Acknowledging donations
- Completing monthly bank reconciliations
- Generating and submitting invoices for sponsorships and pledges
- Recording journal entries
- Preparing accurate, reliable, management reports
- Other duties as assigned

KEEPING FAMILIES CLOSE.

Ronald McDonald House Charities of Kentuckiana

Requirements

- Strong analytical skills with attention to detail
- Excellent written, verbal and interpersonal skills
- Strong PC skills – Excel, Word
- QuickBooks experience preferred
- Strong work ethic and team player
- Ability to deal sensitively with confidential material
- Ability to communicate with various levels of management
- Working knowledge of General Ledger

Education/Training Requirements:

- BS / BA Accounting degree preferred, but not required. Some college coursework preferred. Experience can substitute for a college degree.
- 1-2 + years of relevant accounting or bookkeeping experience.

Applying

If you are interested in applying for this position, please respond with a resume and letter of interest on or by February 6, 2017.

E-mail: jobs@rmhc-kentuckiana.org
Mail: Ronald McDonald House Charities of Kentuckiana
Attn: Accounting Clerk Search
550 S. First Street
Louisville, KY 40202

Ronald McDonald House Charities of Kentuckiana, Inc. is an equal opportunity employer. Its policy is to afford equal opportunity to all employees and applicants for employment and to comply with all federal, state, and local regulations as they pertain to equal employment opportunity.

