



**SPOKE STREET
MEDIA**

Part Time

Staff Accountant – Job Description

Spoke Street Media creates and curates authentically Catholic content which invites people into a deeper relationship with Christ. Podcasts are also made available for radio broadcast through a partnership with Redeemer Radio. The Staff Accountant will work directly with our CFO to manage the finances for both organizations.

Part time Position

Hourly Range: \$20-\$25.00 per hour

What we offer:

- 20-25 hours per week flexible schedule.
- 501(c)(3) eligibility for Public Service Student Loan Forgiveness Program
- Full cycle accounting experience, including financial reporting, for future opportunities
- EASY IRA retirement contribution
- Up to 12 Paid Holidays per year, plus paid PTO days the first year based on number of hours worked
- A work culture conducive to personal and professional growth

Responsibilities:

- Maintain the integrity of donation ledger and system including creating and post bank deposits
- Handle day-to-day accounting duties including Accounts Receivable, Accounts Payable.
- Perform all journal entries, account, and bank reconciliations necessary for the monthly, quarterly, & annual closings with minimum supervision
- Conduct Ad hoc analysis for CFO

Qualifications:

- 1-5 years' experience in accounting procedures and practices
- Working toward a degree in an aligned field preferred but not necessary.
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Ability to prioritize and handle multiple tasks
- Candidates need not be Catholic, but respect for and knowledge of Catholicism is preferred

Qualified candidates should send cover letter and resume to Careers@Spokestreet.com