



Position Title: Staff Accountant

Status: Full-Time, W2

Department: Finance

Remuneration: \$17/hr +

Employment start: Immediate

Location: Remote

Job Purpose: Bayyinah has an immediate opening for a Full-time Staff Accountant. The Staff Accountant will manage general accounting and financial processes of our company.

Job Duties and Responsibilities:

Provides a full range of financial, administrative, and clerical services including, but not limited to:

- Maintain and update accounting records and files
- Analyze budgets and create expense reports
- Post transactions and categorize records in the general ledger (e.g. by assets, liabilities and expenses)
- Reconcile bank statements
- Conduct month-end and year-end closures
- Prepare documents for audits
- Apply new accounting policies and ensure compliance with rules and regulations
- Work to improve financial processes
- All other duties, as assigned.

Knowledge, Skills and Abilities:

- Pleasant, helpful and professional telephone manner.
- Good administrative skills.
- Ability to multi-task, prioritize and work efficiently; excellent attention to detail
- Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof reading skills and follow-up effectively with all staffing levels.
- Ability to work independently, self-starter, energetic.
- Ability to perform at high levels in a fast paced ever-changing work environment.
- Ability to anticipate work needs and follow through with minimum direction.

Education and Experience:

- Quickbooks
- High School diploma or equivalent required; some college experience preferred.
- Must be detail-oriented and organized.
- Must have basic computer and typing skills.
- Intermediate knowledge of Word, Excel, Gmail, Google Docs, Sheets Forms.
- Must work well under pressure.

Interested parties should send resume to [hr@bayyinah.com](mailto:hr@bayyinah.com) – the closing date is **May 6<sup>th</sup>, 2022**.