



Bookkeeper

Part-time Position in Sault Ste. Marie, Michigan

Kanava International, LLC is a HUBZone-certified, woman-owned, service-disabled veteran-owned small business focused on management capacity building and providing services to assist for-profit companies and non-profit organizations go global. As part of our management capacity building services, Kanava is developing the Impact Strengthening Development (ISD)[™] Certification Program to benchmark and build the capacity of local governments, civil society, and private sector organizations, as well as U.S. businesses and non-profits. We seek to implement economic development activities both domestically and abroad.

Position Summary

Bookkeeper would be responsible for maintaining financial records and monthly reporting for Kanava International and assigned projects. This position would work closely with the Chief Operating Officer (COO) to create financial reports, ensure legal compliance, and track all direct and indirect costs. A knowledge of government contract accounting or non-profit accounting preferred.

Position is for 40-50 hours per month and reports to the Chief Operating Officer (COO).

Essential Functions

1. Record all business transactions in QuickBooks
2. Pay bills, as needed
3. Reconcile all bank and liability accounts
4. Record journal entries and month-end adjustments
5. Process payroll through ADP
6. Record payroll allocations
7. Prepare 1099s
8. Process month-end/year-end reports
9. Track all assets and petty cash
10. Track grants, as needed
11. Process candidates for new positions (verifications and ADP set-up)
12. Track Universal Leave for staff
13. Perform other duties, as requested

Qualifications

- Bachelor's Degree in Accounting or Finance or 5 years of bookkeeping experience
- Knowledge of QuickBooks and QuickBooks Online
- Knowledge of Government Contract Accounting or Non-Profit Accounting preferred
- Good written and oral communications skills
- Self-starter with excellent interpersonal skills

- Well-organized, attentive to details, skilled in setting priorities and meeting deadlines, and able to handle multiple tasks simultaneously
- Mastery of word processing and spreadsheets
- Interest in working with international clients or projects

To Apply

Interested candidates should forward their CV, cover letter, and salary history to recruit@kanavainternational.com. No phone calls please.

Candidates must be U.S. citizens or U.S. permanent residents.

Kanava is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.