



## KC Streetcar Authority Bookkeeper/Accountant (Part-time)

The Kansas City Streetcar Authority (KCSA) is hiring a part-time bookkeeper/accountant to support the administrative and financial needs of our growing streetcar operation and organization.

**Status:** Part-time, non-exempt, (est. 10 - 15 hours per week)

**Reports to:** Executive Director

**Located at:** 600 E. 3<sup>rd</sup> Street, Kansas City, Missouri 64106 (remote work possible).

**Compensation:** \$25.00 - \$35.00/hour depending on experience and qualifications

*Posted August 8, 2023. Open until filled.*

This is a flexible opportunity for a range of experiences and career goals. At a minimum, a solid bookkeeper is needed, who can work independently to meet the responsibilities below. For an accountant with more advanced experience, there are opportunities to take on higher level financial leadership responsibilities and duties, and the potential exists for the right candidate to ultimately transition to full-time Financial Manager position.

### Job Responsibilities

The duties of this position include, but are not limited to:

#### **Processes and Procedures Support**

Working alongside the Executive Director, this position will advise on areas of potential improvements related to KCSA organizational financial management systems, processes, and procedures. Support the implementation and transition to QuickBooks online, and transition to online bill pay management system. Support implementation of recommendations as assigned.

#### **Accounts Payable**

Support the accounts payable process, the management of related financial transactions in QuickBooks online, and the timely payment of bills. Assist with processing of invoices, internal path of review payment authorizations, and payment of approved expenditures. Experience with QuickBooks online and online bill paying software is preferred.

#### **Billing & Accounts Receivable**

Support the accounts receivable process. Assist with preparation of billing and invoicing, and management and maintenance of related data and accounts receivable records.

#### **Monthly Reporting**

Work with KCSA staff and Support KC contract partners to review and quality control monthly and year-end financial reporting. Develop standalone financial reports as necessary.

#### **Annual Audit Support**

Work with the Office Manager, contracted audit firm, and Executive Director to support annual audit process. Provide supporting financial information and responses to audit inquiries as needed.

## **Required Skills and Experience**

**The fully qualified candidate will have the following experience:**

- A bachelor's degree in Accounting, Business or equivalent experience.
- 5+ years of directly relevant experience.
- Familiarity with Not-for-Profit Accounting Standards.
- Experience with QuickBooks; tax filing and reconciliations.
- Strong working experience with Microsoft Excel, Word & Adobe Acrobat software.

## **Required Attributes:**

- Ability to work collaboratively with all employees of the organization.
- Highly organized and detail-oriented.
- Strong personal initiative and deadline driven.
- Excellent analytical and problem-solving skills.
- Able to handle multiple priorities.
- Strong verbal and written communication skills.

## **Compensation**

This is a part-time, hourly non-exempt position. We anticipate 10-15 hours per week at \$25-\$35 per hour, based on experience and qualifications.

Scheduling is flexible and can include hybrid remote/on-site work.

## **About the KC Streetcar Authority**

The Kansas City Streetcar Authority is a dynamic and growing 501-C3 organization responsible for overseeing and supporting the operations and maintenance of Kansas City's streetcar system. More information about the KC Streetcar Authority can be found online: [www.kcstreetcar.org](http://www.kcstreetcar.org).

## **How to Apply**

Qualified applicants may apply via email ONLY. Please send a cover letter and resume to Ebony Jackson at [ejackson@kcstreetcar.org](mailto:ejackson@kcstreetcar.org). For all other questions, please email [ejackson@kcstreetcar.org](mailto:ejackson@kcstreetcar.org).

*This position is open until filled. We encourage interested candidates to apply promptly.*