

## Metanoia Center – Lockland, OH

<b>Job Title:</b>	Bookkeeper	<b>Job Category:</b>	Volunteer
<b>Location:</b>	113 N. Wayne Ave.	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Volunteer	<b>Position Type:</b>	Part-time
<b>HR Contact:</b>	James Null	<b>Date Posted:</b>	12/10/2022
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	When Filled
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> Fax: 513.299.5830 Email: <a href="mailto:director@metanoiacycenter.net">director@metanoiacycenter.net</a>		<b>MAIL:</b> Metanoia Center, Business Office, 316 Home Ave. Lockland, OH 45215	
<b>Job Description</b>			
<p><b>THIS IS AN UNPAID, VOLUNTEER POSITION. AS SUCH, THERE IS NO SALARY, HOURLY PAY OR BENEFITS.</b></p> <p><b><u>ROLE AND RESPONSIBILITIES</u></b></p> <p>The role of this job is to enter expenses, deposit checks and reconcile statements. This position will also create reports as needed. The position is parttime from 1 to 4 hours weekly.</p> <p><b><u>QUALIFICATIONS AND EDUCATION REQUIREMENTS</u></b></p> <p>An understanding of how this job helps fulfill the mission and values of the Metanoia Center (see <a href="http://www.metanoiacycenter.net">www.metanoiacycenter.net</a>). Must agree to Metanoia Center faith statement. Must learn the story of the Metanoia Center in order to share with guests as needed.</p> <p><b><u>PREFERRED SKILLS</u></b></p> <p>Basic reading skills, English language fluency, with an aptitude for math. An understanding of basic accounting practices and procedures as a result of experience and/or education. Able to bonded.</p> <p><b><u>ADDITIONAL NOTES</u></b></p> <p>Position always requires appropriate business casual dress with an emphasis on neatness and safety, including the following: Clothing should be clean and free from any noticeable wear and tear. Clothes with visible holes, rips, or tears should never be worn. Closed toe shoes are required. Refraining from wearing clothes with graphics or stamps that could be considered offensive. Other than a closed neck top is inappropriate. See through clothing is inappropriate. Blue jeans are acceptable.</p>			