



BCS is seeking a **Part-Time Book Keeper/Finance Officer**

Business-Community Synergies (BCS) is a small, dynamic company providing specialized services in corporate-community relations to industry, non-governmental organizations and the public sector. We work with companies in the energy and extractive sectors, among others, to develop positive, mutually beneficial relationships in the communities where they work.

BCS operates through an international network of consultants who bring their extensive experience and insight to our work. We provide the following services: Community-Company Assessments (CCA), Action Research and Analysis, Training and Tools Development, and Reviews and Assessments of technical documents and community engagement strategies. BCS associates are located around the world, and networked electronically. For more information, please access our website at <http://www.BCSynergies.com>.

BCS is looking for a bright energetic individual who can handle all support functions associated with the financial management of the company. These would include:

- Update, organize and maintain BCS document files and online file folders regarding projects, contracts, invoices and research.
- Receive, review and record invoices and receipts from consultants and subcontractors. Upload all files to the online folder. Update payment log. Update payment calendar.
- Input data into QuickBooks.
- Communicate with consultants and subcontractors about invoices and expenses. This may include sending email requests for more information, responding to consultant questions on invoice process, sending various reminders associated with proper financial management.
- Make payments to consultants and subcontractors as needed.
- Receive, review and maintain record of office expenses
- Pay office expenses (Rent, Internet, Insurance, etc) and update payment log.
- Update Online File Folder for QuickBooks entry and for invoice processing
- Update relevant files for invoice generation
- Process invoices through established BCS system to ensure all reviews are conducted and send invoices to Clients.

Other Duties

BCS is a small firm and all employees are required to step in on an as-needed basis and assist with whatever needs may arise. These duties may include tedious office work such as photocopying, faxing or reserving hotel rooms. They may also include more creative work associated with research, development of graphics, representation, etc. Every individual is expected to jump in as needed and represent the company to clients and others.

Requirements:

1. Minimum of one year's work experience using QuickBooks software.
2. Exceptional ability to track and manage details of accounts, schedules and communications.
3. Excellent skills in Microsoft Office software, especially Word, Excel and Power Point.
4. Good writing skills and strong ability to communicate inter-culturally.
5. High level of comfort and familiarity with electronic communications technology: conferencing internationally by phone; using Skype.
6. Fifteen hours per week, actual hours are flexible and may be determined mutually.
7. Positive, honest and open attitude, with commitment to life-long learning.

Location: 155 Gibbs Street, Suite 412, Rockville, MD 20850 (across from Rockville Metro stop)

How to Apply

- Please send your C.V. with a cover letter stating why you are best qualified for this job. Send to info@BCSynergies.com and indicate "book-keeper" in the subject line.
- References are not required with the initial application, but will be required before a job offer can be made.