

PEARL RIVER VALLEY OPPORTUNITY, INC.

JOB ANNOUNCEMENT

Position: Bookkeeper
Salary Range: \$35,000 Annually

Location: Columbia
Work Hours: 8 hours/day-12 months/year

Position Summary

This role involves general bookkeeping and accounting work performed under the close and direct supervision of the Comptroller. The primary focus is posting and recording financial transactions, maintaining accurate financial records, assisting with financial reports, and processing vendor payments.

Duties and Responsibilities:

1. Code and post financial transactions to general ledger accounts.
2. Help prepare internal and external financial reports, and supply Program Directors and supervisors with accurate financial information.
3. Verify computations and prices on vendor invoices, and prepare checks for vendor payments and travel reimbursements.
4. Assist as needed with monthly bank statement reconciliations.
5. Maintain organized files of invoices, bills, contracts, insurance policies, and other relevant documents while protecting proprietary data.
6. Establish and maintain a system to ensure funding source reports are submitted accurately and on time.
7. Provide Program Directors with timely and accurate information necessary to manage their programs; provide inventory-related equipment details to the Property Procurement Officer and assist the Payroll Clerk with time and attendance report verification.
8. Perform such additional job-related assignments as delegated by supervisor.

Knowledge and Skills:

1. Basic understanding of financial reporting and accounting documentation.
2. Proficiency with Microsoft Excel or comparable spreadsheet software.
3. Experience using accounting software or financial management systems.
4. Strong attention to detail and accuracy.
5. Ability to organize and maintain confidential financial records.
6. Ability to identify discrepancies and escalate unusual or questionable transactions appropriately.

Qualifications:

Education: High school diploma or equivalent required. An Associate's degree in Accounting, Finance, Business Administration, or a related field is preferred. Equivalent education and relevant work experience may be considered.

Experience: Minimum of two years of experience in bookkeeping, accounting, accounts payable, or a related accounting support role.

Applicants should apply on Indeed or WIN Job Center.

Application Deadline: September 29, 2026

Updated 9/15/2026

PRVO, Inc. does not discriminate on the grounds of race, religion, color, sex, familial status, age, national origin or handicap in any program or employment.