

Job Posting

September 9, 2020

POSITION

Bookkeeper, Empowerment

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

38k-43K Yearly

REPORTS TO

Director of Operations, Empowerment

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Bookkeeper at the Empowerment division is part of the support/administration staff. In such capacity, he/she will support the program staff with the goal of minimizing the administration tasks. As a bookkeeper, he/she will:

- Maintain a filing system and accounting records for all financial documentation;
- Collect and prepare financial assistance request documentation for eligible program participants;
- Upload invoices to Payscan for operational expenses and for financial assistance request for all our programs;
- Provide periodic reports to the administrative staff on fiscal projections and current balances of program funds;
- Assist the administrative staff with the preparation of annual budgets, monthly vouchers, and program and budget modifications;
- Update the financial trackers including Google sheets;
- Review financial ledgers for accuracy; submit corrections in a timely manner;
- In collaboration with the directors, ensure accurate completion and timely approval of time cards;
- Other duties as assigned by the VP and Director of Operations

COMPETENCIES

- Detail oriented, disciplined and organized
- Knowledge of bookkeeping principles
- Experience working for a non-profit organization
- Entrepreneurial spirit, ability to problem solve and build relationships
- Proficiency in Google Apps (especially Google Sheets); ability to learn financial accounting systems (Yardi)
- Excellent verbal communication skills
- Knowledge of homelessness prevention is a plus

EDUCATION EXPERIENCE

High School diploma required, Bachelor's Degree preferred

APPLICATION DEADLINE

Rolling

SUBMIT RESUME and COVER LETTER TO

Empowerment@riseboro.org