



Job Posting

February 25th, 2019

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;
- He/she will: maintain a filing system and accounting records for all financial documentation;
- Collect and prepares financial assistance documentation and funds for eligible program participants;
- Prepare check requests 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;
- Assists the administrative staff with the preparation of annual budgets, monthly vouchers, and program and budget modifications;
- Update the financial reports including Google sheets; review financial ledgers for accuracy; in collaboration with the directors, ensure accurate completion and timely approval of time cards;
- Other duties as assigned by the VP and program directors

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)
- Excellent verbal communication skills
- Knowledge of homelessness prevention is a plus

EDUCATION EXPERIENCE

High School diploma required, Bachelor's Degree preferred

APPLICATION DEADLINE

3/22/19

SUBMIT RESUME and COVER LETTER TO

Mirtha Duran, VP Empowerment at mduran@riseboro.org