



## Part Time Bookkeeper (20-29 hours a week)

### About us:

Neighborhood Trust Financial Partner's (Neighborhood Trust) mission is to empower low-income individuals to become productive participants in the U.S. financial system and achieve their financial goals. Neighborhood Trust serves more than 6,000 clients each year via its specially trained corps of more than 20 Financial Counselors and is regarded as an industry leader in the financial inclusion field. The NYC Center for Economic Opportunity named Neighborhood Trust among the City's 10 Most Innovative Nonprofits seeking to alleviate poverty.

### About you:

You have strong time, organizational and project management skills and the ability to work on multiple assignments simultaneously. You are diligent and detailed oriented and understand that meeting assignment deadlines by submitting quality work is crucial. You are interested in the accounting field, eager to learn and understand the value of assisting our non-profit agency in effectively managing our financial resources. You have strong interpersonal and communication skills and contribute to a strong and diverse team and help maintain effective teamwork and good morale.

### Job Responsibilities:

- Provide support to Finance staff
- Perform bookkeeping functions including making entries into accounting software; processing Accounts Payable and Accounts Receivable; cash receipts; preparing, review & processing expense forms
- Assist in budgeting assignments
- Assist in the collections, processing and maintenance of monthly financial reports and statements as well as annual audit documents
- Provide support with documents, lists and reports for grant proposals
- Make data entry in payroll processing system
- Fax, photocopy, email, scan, shred and provide other related office support as assigned
- Practice and follow all finance policies and procedures

### Minimum Required Qualifications:

- High School or equivalent degree with some college
- 1 year Accounting Data Entry experience
- Knowledge of Microsoft Office including Word, Excel and PowerPoint
- Knowledge of an Accounting Software: Quickbooks or Fund E-Z
- Knowledge of intermediate mathematics
- Prior office administrative experience desired
- Prior knowledge of non-profit accounting desired

Neighborhood Trust offers a competitive hourly pay rate commensurate with experience and skills.

Neighborhood Trust is an equal opportunity employer.

To apply, please email a resume and cover letter to [HR@neighborhoodtrust.org](mailto:HR@neighborhoodtrust.org)