



EMPLOYMENT OPPORTUNITY:

BOOKKEEPER / OFFICE ADMINISTRATOR

Center For Neighborhoods is seeking qualified applicants for the position of **Bookkeeper / Office Administrator**. This position will have primary responsibility for day-to-day maintenance of the organization's financial books and ensuring the smooth operation of the office environment. Under general supervision of the Executive Director, this half time position (20 hours/week) performs a variety of bookkeeping activities related to: the tracking of revenues, expenses, and receivables; reconciliation of bank statements; and creation of organizational financial reports. Applies a working knowledge of QuickBooks, Generally Accepted Accounting Principles (GAAP), and other applicable laws and regulations. Provides a variety of office administrative activities related to the organization of paper and electronic files, supplies and equipment. Performs a variety of support duties, such as recording meeting minutes, answering phones, and performing administrative tasks.

Successful candidates must be able to work with and communicate to a diverse staff and board. They must be able to assist with multiple projects and/or programs as assigned and support office operations as needed.

ESSENTIAL JOB FUNCTIONS

- Administers all accounting and bookkeeping related functions.
- Records, classifies, and summarizes financial transactions and events in accordance with internal procedures and GAAP.
- Compiles various documents, verifies their accuracy, and submits payments for payroll and Accounts Payable.
- Maintains Accounts Receivable and produces invoices, bills and related documentation.
- Prepares and files documents for regulatory agencies including monthly & quarterly tax reports, annual reports to federal, state, and local taxing authorities, W2s and 1099s.
- Keeps orderly files of important documents, i.e. contracts, insurance documentation, employee documentation, etc.
- Provide phone support including answering general questions, and making calls to gather information, invite people to events, and follow-up.
- Take minutes of staff meetings and board meetings, and organize meetings notes from flip charts.
- Set up meetings including space arrangements, ordering meals, preparing meeting materials, and sending out meeting announcements.
- Manages supply inventory and ordering, coordinates IT support as needed, assists with getting quotes for goods and services as needed.
- Maintains good relations with vendors.
- Participates in staff meetings and projects for the Center For Neighborhoods.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Two or Four-year degree from an accredited college or university with a major in accounting, business



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management, business administration or related field; 2 years direct bookkeeping experience (3 or more years direct experience preferred). Alternatively, candidates demonstrating an equivalent combination of education and experience may be considered. Non-profit experience preferred. Experience with philanthropic and local government grant reporting preferred. Strong computer skills, including Internet, Microsoft Office Suite Word and Excel required. Knowledge of QuickBooks required. Experience with G-Suite preferred.

ADDITIONAL REQUIREMENTS

Verification of education, certifications, and licenses, previous employment, driving record, personality testing, drug screening and a criminal background check.

Work Location: 507 S. 3rd Street, Louisville, Kentucky, 40202.

Work Schedule: 20 hours per week. Bookkeeper/Office Administrator hours will be within Center For Neighborhoods' regular office hours (9:00 am – 5:00 pm) and scheduled in consultation with Executive Director.

MINIMUM STANDARDS

COMPLEXITY: The work consists of varied communication and administrative duties. The need to coordinate activities with multiple groups and individuals contributes to the complexity of the position.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, stooping, or driving. The employee occasionally lifts light or heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office or indoors.

COMPENSATION

Salary is commensurate with experience.

Anticipated starting rate (\$17.50-\$21.63 per hour) for half time position, depending on experience

Benefits include:

- Paid holidays and sick leave
- Health Insurance stipend
- Employer contribution to retirement plan (after one year)
- Social Security, workers' compensation, state disability and unemployment insurance

This is a half-time (20 hours per week), permanent, non-exempt position. This position has the possibility to grow to a full-time position within three years.

APPLICATION PROCESS

Interested candidates should submit a resume, cover letter, references and other relevant materials to Center For Neighborhoods at work@centerforneighborhoods.org or

507 S. 3rd Street
Louisville, Kentucky 40202

*This posting will remain open until a sufficient pool of qualified applicants are obtained; however, it is subject to close at any time without prior notice.