

**Position Title:** Finance Bookkeeper

**Status:** Part Time-24 hours week

**Reports To:** Executive Director

**Rate:** \$21-\$23 per hour

**Organization Overview:**

Mercy Neighborhood Ministries is a small but dynamic team dedicated to our mission of empowering disadvantaged women and seniors through proven programs that educate, foster self-sufficiency, and support enhanced quality of life. We strive to create a positive impact and foster a collaborative, inclusive work environment.

**Position Purpose:**

Mercy Neighborhood Ministries is seeking a strong, experienced bookkeeper. This position works closely with the Executive Director and is responsible for coordinating all phases of the agency's financial activities.

**Qualifications and Experience Required:**

- A minimum of five years of experience in accounting/bookkeeping and payroll is required.
- An Associates Degree in Accounting is preferred
- Strong work ethic and self-starter
- Detail oriented and accurate
- Strong organizational, verbal and written communication skills
- Proficiency with Microsoft office and QuickBooks accounting software (or similar program)
- Strong interpersonal skills and a team player
- Knowledge of budgetary process
- Ability to multi-task effectively
- Proficient in Microsoft Office
- Knowledge of and commitment to the values and mission of MNM

**Job Responsibilities:**

Accounts Receivable

- Program billing – with back up
- Invoice preparation
- Deposit recording
- Accounts receivable management

Accounts Payable

- Recording invoice
- Paying invoices
- Tracking grant expenditures
- Tracking expenses to budget

Payroll

- Proper gathering and recording of payroll

Monthly

- Bank reconciliation
- Monthly financial statement preparation and analysis
- Journal entries as needed
- Trial balance account reconciliation

Other

- Assist CPA with year end audit
- Prepare 1099's and other required tax returns
- Assist with budget preparation and upload to QuickBooks
- Other duties as necessary

**Please submit resume and cover letter to Aimee Shinkle at [ashinkle@mnministries.org](mailto:ashinkle@mnministries.org).**

**Enter "Non Profit Bookkeeper" in the subject line of the email.**