

2023 Full Charge Bookkeeper - Job Posting



Meeting urgent needs . . . enabling long term solutions.

CityHeart Corporation

20 W. 1st St.

Dayton, OH 45402

www.daytoncityheart.org

Organization Overview:

CityHeart is a 501c3 nonprofit that offers compassionate response to urgent needs of the homeless, low-income and marginalized, and makes connections to resources for long term solutions. We provide hospitality, information, referrals, emergency assistance and hope to our neighbors in the community. We help to fill the gaps in mainstream services and work with collaborative partners for the best possible outcomes.

Job Description: (A detailed list of duties and responsibilities will be provided to qualified candidates prior to interview.)

The Full Charge Bookkeeper's primary responsibility is maintaining financial records in accordance with the Financial Management Policies and Procedures of CityHeart. The Bookkeeper, in tandem with the Executive Director and with oversight by the Treasurer and Finance Committee has the day-to-day operational responsibility for managing Organization funds, ensuring the accuracy of the accounting records, implementing internal controls, following financial objectives and policies, financial statement preparation, and bank reconciliation review and approval.

The Bookkeeper is directly supervised by the Executive Director and is responsible for the preparation of the Chart of Accounts, Reporting Formats, Accounts Payable Processing, Payroll input and Payroll processing, Cash Receipts input, Journal Entries for General Ledger, Tax Returns, Internal Revenue Service reporting, and Bank Reconciliations. The Bookkeeper is also responsible for maintaining donor management database, preparation of donation and grant reports, and administrative support for donor communications.

Qualifications:

- Bachelor's or Associate's Degree in Accounting or Finance preferred
- Minimum two (2) years' experience in nonprofit bookkeeping required
- Proficient in QuickBooks Nonprofit Desktop, Excel and other Microsoft Office Products
- Payroll experience, including Local, State and Federal Payroll Tax Requirements
- Experience with nonprofit donor management software highly preferred
- Meticulously Detail Oriented
- Self-motivated, highly organized, team player
- Strong Communication Skills

Position/Compensation: The position of Full Charge Bookkeeper is part-time, non-exempt, 20 hours per month to start. Hourly Wage \$20-\$22 per hour based on education and experience. (This is not an independent contract.)

Please submit Resume via Ohio Means Jobs portal, email questions to director@daytoncityheart.org – no phone calls.