

CityHeart Bookkeeper Job Call

CityHeart Corporation - Bookkeeper - Join Our Growing Team!

Are you a detail-oriented and experienced bookkeeper looking for a challenging role in a dynamic environment? CityHeart is seeking a dedicated Bookkeeper to play a vital role in our financial operations. You'll be instrumental in maintaining accurate financial records, processing transactions, and generating crucial financial reports to support our company's growth.

About CityHeart:

Our Mission: CityHeart offers a compassionate response to the urgent needs of the homeless, low-income, and marginalized, and makes connections to resources for long term solutions.

Our Vision: The vision of CityHeart is the fulfillment of basic human needs.

CityHeart offers a compassionate response to the urgent needs of homeless, low-income, and marginalized people, and makes connections to resources for long term solutions. CityHeart offers a supportive work environment where finance professionals can grow. CityHeart is known for its focus on accuracy and innovation, and for providing a collaborative culture.

Key Responsibilities:

- Assist with month-end and year-end closing.
- Handle accounts payable and receivable, including invoicing and payment tracking.
- Maintain financial records and documentation.
- Prepare financial reports, for example, balance sheets and income statements.
- Reconcile bank statements and resolve discrepancies.
- Record and reconcile financial transactions.
- Utilize accounting software. including: Quickbooks Online software.

Qualifications:

- Ability to work both independently and as part of a team.
- Effective communication skills, both written and verbal.
- Exceptional attention to detail and accuracy.
- Proficiency in QuickBooks Online.
- Relevant bookkeeping experience, preferably 2+ years.
- Solid understanding of bookkeeping principles.
- Strong organizational and time management skills.

Benefits:

- The position of Bookkeeper is part-time, non-exempt, approximately 20 hours per month, with a competitive salary.
- Opportunities for professional development.
- Supportive team environment.

To Apply:

Submit your resume and cover letter with relevant experience to Anthony Ehresmann, Interim Executive Director, at director@daytoncityheart.org. CityHeart is located at 20 W 1st St, Dayton, OH 45402, Telephone Contact: 937-223-2489 if you are a skilled bookkeeper ready to join our team.

We look forward to receiving your reply and application!