



Bookkeeper

Position Overview

Community Partners for Affordable Housing (CPAH) is a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Bookkeeper is responsible for financial transactions, including but not limited to managing accounts receivable and accounts payable, 1099-Misc forms, journal entries, and other duties as assigned by the COO in furtherance of the organization's vision: *thriving communities, diverse housing, and successful residents.*

Essential Characteristics

- Bachelor's degree in accounting, business or finance is preferred.
- Three years of proven accounting or bookkeeping experience required.
- High degree of accuracy, organization and attention to detail required.
- Must be self-directed, energetic, flexible, analytical, and collaborative.
- Persistent follow through and ability to work independently.
- Proficient with Microsoft Office products, QuickBooks, or similar accounting software.
- Must possess a passion for CPAH's mission.

Duties

- Conduct daily bookkeeping and accounting activities, including accounts payable and accounts receivable using RealPage accounting software.
- Receive invoices, verify/seek appropriate approvals for payment, and prepare checks and electronic payments for the COO signature or electronic approval.
- Collect and manage all necessary documentation from vendors, including W-9 forms.
- Receive income and conduct deposits on a minimum weekly basis.
- Prepare monthly ground lease and project delivery invoices/vouchers.
- Create reports and review and create vendor 1099s.
- Tag and monitor fixed assets.
- Maintain an orderly accounting filing system.
- Monitor bank account balances, and process approved transfers to achieve goals.
- Reconcile bank accounts monthly and assist Senior Accountant in preparing monthly financial reports.
- Assist COO and Senior Accountant in preparing for the organization's annual financial audit.
- Continually develop required job knowledge, skills, and core professional competencies.
- Perform other duties as assigned by the COO.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm. This role is full time. Alternative work schedules may be approved by the Chief Operating Officer. Competitive salary \$48,750 - \$53,000, commensurate with experience, with benefits, including health, dental, life and 401K match (after 6 months).

To Apply

Send cover letter, resume and salary requirements to kwilliams@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.