

The Housing Resource Center of Monterey County (HRC) is an independent non-profit agency providing a wide range of housing resources. We are currently seeking an experienced **Bookkeeper**. This is currently a part-time (20-25 hour per week) position, with the potential for full time.

Qualified applicants should send a cover letter and resume to FinanceMngr@hrcmc.org
NO PHONE CALLS, please!

The Bookkeeper is independently responsible for, or assists the Finance Manager with, the following:

- examining invoices and reimbursement requests
- entering approved accounts receivables
- tracking and preparing background documentation for claims
- reviewing and entering all approved financial assistance requests prior to payment
- monitoring and approving time cards, time sheets and partner agency invoices prior to payment
- preparing deposits
- maintaining a complete record of receipts and disbursements
- assisting in preparing and maintaining payroll records
- ensuring compliance with all federal, state, agency and other funder regulations
- maintaining up to date and accurate financial records of all program and agency activities
- completing all monthly, quarterly and annual reports for timely submission as required
- assisting the Executive Director and Finance Manager in preparation of program and agency budgets
- coordinating with Finance Manager to monitor agency and program budgets
- assisting in preparing for annual single audit
- attending all required meetings and trainings
- other duties as assigned by the Executive Director or Finance Manager

Personal Qualifications needed:

- Demonstrate dependability, maturity, and initiative
- Excellent verbal and written communication skills
- Excellent financial management skills
- Excellent interpersonal skills
- Excellent time, project management and organizational skills
- Exceptional record keeping skills; ability to obtain and maintain accurate, detailed and confidential records

- Must maintain program, client and agency confidentiality
- Must treat each individual with dignity and respect
- Ability to accept supervision and work cooperatively with other staff and community members
- Flexibility to deal effectively with a variety of people, situations, problems and challenges
- Ability to work both independently and as part of a cohesive team
- Proficiency with Microsoft Word, Excel, Google, email, ten-key, phones, and standard office software & equipment

Education, Experience, and Certification Requirements:

- Minimum of a Bachelor's degree in Accounting or Finance; or comparable work experience
- Minimum of three years of bookkeeping experience required
- Proficient-to-expert level in QuickBooks and Excel
- Non-profit bookkeeping experience desired and a definite plus
- Valid CA state drivers license at time of hire (Good driving record)
- Use of own vehicle with current insurance
- Background and credit checks will be conducted
- Bilingual (English/Spanish) a plus, but not required

Location: Salinas

Hours of Work: This is initially a part-time position (20-25 hours per week); with the potential for full-time.

Salary: BOE. Health and vacation benefits when eligible

NOTE: This summary job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.

HRC is an equal opportunity employer which does not discriminate based on age, race, disability, national origin, ethnicity, religion, color, ancestry, veteran status, medical condition, gender, sexual orientation, marital status, HIV status or any other non merit-based criteria.

All employees of HRC are expected to perform tasks as assigned by supervisor/ management personnel, regardless of job title or routine job duties.