



Southwest Boston Community Development Corporation
Building Communities, Building Partnerships
in Hyde Park and Roslindale

The Bookkeeper will assist the Executive Director in ensuring the timely and accurate management of the overall organization, with specific responsibilities for accounts payable, account receivables.

Responsibilities include:

Accounts Payable:

- Maintain accurate vendor accounts
- Enter bills into system
- Actively reconcile bills ensuring appropriate pricing and discounts are applied
- Pay bills according to their payment terms, ensuring all bills are paid on time and allowing for payment discounts where applicable

Accounts Receivable:

- Reconcile donations weekly make daily deposits
- Reconcile the cash, checks and credit card payments
- Manage account invoices
- Process donor account payments
- Ensure accounts are up-to-date and accurate
- Use proper accounting practices
- Communicate with property managers when the accounts are past due
- Answer management and property managers' questions regarding billing and statements

Financial Statements:

- Prepare Monthly Financial Statements
- Process biweekly payroll
- Assist auditors in annual audit
- Perform needed monthly & annual journal entries

Skills:

- Proficient in Excel
- Proficient in Quickbooks desktop or Quickbooks online
- Experience with accrual system of bookkeeping
- Able to solve complex problems and concepts
- Strong communication skills
- Self-motivated
- Proactive
- Ability to prioritize
- Team Player

Job Type: Part-time (10-20 hours a week)

Pay: Commiserate with experience

Send resume to Operations Manager, Mary Celeste Brown at mcbrown@swbcdc.org