



JOB DESCRIPTION
Bookkeeper

New Kensington Community Development Corporation (NKCDC) strengthens the physical, social and economic fabric of Kensington, Fishtown and Port Richmond, Philadelphia, by being a catalyst for sustainable development and community building. We believe in a multi-faceted approach to neighborhood revitalization, working with housing counseling, real estate development, vacant land management, community engagement and neighborhood planning as well as economic development.

Function

Assist with accounting, technical support and financial systems for nonprofit corporation

Reports to

Finance Director

Responsibilities

- Accounts Payable, including bill payment preparation and ensuring that expenses are in line with expectation
- Check preparation
- Company credit card management and reconciliation
- Accounts Receivable, including preparation of detailed reimbursement invoices for the City of Philadelphia and other programs and contracts
- Preparing and recording bank deposits and taking them to the bank
- Payroll and timesheet management
- Assist with benefit administration
- Filing and maintaining organization of financial records
- Adhering postage to outgoing mail and postage machine maintenance
- Sometimes requires managing accounting systems and books for multiple entities
- Help maintain budget controls for programs and administration.
- Work with Finance Director and external auditor for annual audit.
- Uphold financial requirements of contracts and funders
- Maintain uniform procedures that are consistent with the organization's financial policies and procedures.
- Provide daily technical support throughout office and act as liaison to technical support consultants.
- Additional tasks as assigned.

Qualifications

- Extremely organized with great attention to detail.
- Bachelor's degree in a related field or additional training/certification in non-profit work is highly beneficial.
- Minimum 3-5 years of bookkeeping experience or equivalent education experience.
- Knowledge of accounting principals and procedures.
- Ability to work independently, prioritize work, take initiative, manage multiple tasks and meet deadlines.
- Able to work as a team player with a diverse work staff and foster a positive working environment.
- Knowledge of QuickBooks Payroll and Abila MIP Fund Accounting software is beneficial
- Ability to work with advanced Microsoft Excel spreadsheet and formulas
- Excellent interpersonal skills and flexibility.

Compensation

Competitive salary with excellent benefits including HMO health plan, long- and short-term disability insurance, life insurance, paid vacation and 403 (b) retirement plan. Salary range for this position will be \$40,000 to \$45,000.

Application process

Email cover letter, and resume to astachelek@nkcdc.org with "Bookkeeper" in the subject. All candidate resumes are given due consideration and are kept on file for one year, but we cannot always respond personally due to the high volume of inquiries.

NKCDC provides Equal Employment Opportunity (EEO) to all persons regardless of age, race, national or ethnic origin, gender identity or expression, religion, language, political beliefs, sexual orientation, or physical ability.