

Employment Opportunity

Accounting Assistant  
Part-Time , Temporary

H.O.M.E. is a 501c3 non-profit which helps low-income seniors maintain their independence. H.O.M.E. has a part-time opportunity for an Accounting Assistant, 24 hours per week.

Summary: The Accounting Assistant is responsible for assisting the Business Manager with the financial functions of the organization and reports to the Business Manager.

Responsibilities:

- prepare checks
- enter deposits at least weekly
- track rent payments
- prepare monthly grant vouchers
- prepare monthly shopping bus invoices
- review bank reconciliation
- reconcile accounting and fundraising databases
- manually tally employee timesheets
- prepare journal entry for payroll
- track employee paid time off
- help answer phones
- perform general office tasks and other duties as assigned

Required Skills:

- detail-oriented
- excellent verbal and written communication skills
- ability to work independently and to meet deadlines
- ability to problem-solve and prioritize

Required Education and Experience:

- Minimum four-year college degree and at least two years experience in finance and administration, or minimum four-year college degree in Business or related field and one year experience in finance and administration
- Proficient in QuickBooks, Excel and Word

Salary is dependant upon experience. Excellent benefits.

No phone calls, please. For consideration, please fax or email your resume (including salary history) to:

Kevin Horan-Bussey  
Business Manager  
H.O.M.E.  
(Housing Opportunities and Maintenance for the Elderly)  
HR@HOMEseniors.org  
Fax (312) 455-1500