



ADMINISTRATIVE CLERK BOOKKEEPER

Posting Date: 1/3/19
Location: Harvest House Ministries, 175 Jefferson Avenue, Buffalo NY
Classification: Hourly/part time/non exempt
Supervisor: President, Harvest House Ministries
Hours: 25 hours per week

Harvest House Ministries is seeking motivated applicants for a part-time Administrative Clerk/Bookkeeper. Harvest House works to break down the barriers keeping people in poverty by providing integrated and inclusive support services to underserved and marginalized communities in Buffalo.

JOB SUMMARY: Working under the direction of the President, the staff member will implement a bookkeeping system for financial transactions and assist President with grant and program administration including budget oversight and vouchering.

QUALIFICATIONS: • Have a working knowledge of how to operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records • Strong bookkeeping skills managing complex, multifaceted projects resulting in measurable success and program growth • Strong self-motivation • Ability to take a leadership role; taking direction and providing direction to others • Excellent verbal and written communication skills • Strong organizational skills and attention to detail • Proficient in Microsoft Office programs for scheduling and as a management reporting tool • Creativity and problem-solving capabilities • Positive and engaging interpersonal skills • Ability to work effectively in collaboration with diverse groups of people

ESSENTIAL FUNCTIONS: • Coordinate and record financial transactions including posting information to accounting software • Reconcile accounts to ensure their accuracy • Establish a chart of accounts • Assist with defining bookkeeping policies and procedures • Assist in preparation of regularly scheduled reports • Develop and maintain a filing system

PHYSICAL REQUIREMENTS: Must be able to sit and/or stand for long periods of time. Able to talk/hear communicate with others with or without reasonable accommodation.

Submit resume, letter of intent to Carol Murphy: cmurphy@harvesthousebuffalo.org 175 Jefferson Avenue, Buffalo NY 14210 by January 14, 2019. No phone calls please