



**Job Title:** Bookkeeper-Office Manager

**Reports To:** Chief Executive Officer

**Location:** Heart Reach Neighborhood Ministries Youngstown, Ohio

**Position Type:** 20-36 hrs.

**Salary Range:** \$20,800-\$41,184 (Annually)

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### **Job Overview:**

The Bookkeeper will manage and oversee the financial operations of our mid-size organization, ensuring accurate financial reporting, budgeting, and compliance with regulatory standards. This role will assist in the preparation of financial statements, tracking financial performance, and managing day-to-day accounting functions. The Bookkeeper will also coordinate fund development by assisting with fund raisers, developing new funding streams in collaboration with the CEO, and building relationships with current and potential donors. **This may be a part-time Bookkeeper or full-time Bookkeeper-Office Manager position.**

### **Key Responsibilities:**

- **Financial Reporting:** Prepare and maintain accurate financial records, including balance sheets, income statements, and cash flow statements. Ensure all financial reports comply with accounting principles and regulatory standards.
- **Budgeting and Forecasting:** Assist in the preparation of the annual budget and financial forecasts. Monitor actual performance against the budget and provide explanations for variances.
- **Accounts Payable & Receivable:** Oversee the management of accounts payable and accounts receivable processes. Ensure timely processing of invoices and payments. Administer Job and Family Services and Sun Meals invoicing.
- **Internal Controls and Compliance:** Ensure compliance with all financial policies, internal controls, and regulations. Assist in audits and the implementation of best practices for financial management.
- **Payroll Management:** Coordinate with payroll company to ensure accurate and timely payroll processing.
- **Software and Systems Management:** Manage and improve the use of financial software and systems, ensuring that financial data is accurately recorded and easily accessible.
- **Fundraising Events:** Assist staff and volunteers with fundraising events. Oversee financial aspects of fundraising.
- **General Administration:** Perform other finance-related duties as assigned, including assisting with audits, preparing reports for stakeholders, and maintaining financial records.
- **Full Time Position:** Includes the above and general office management.

**Qualifications:**

- Heart Reach Neighborhood Ministries is a Christian organization. Therefore, we are looking for someone with a desire to work with a team dedicated to sharing the Gospel.
- Bachelor's degree preferred.
- Proven experience (at least 2 years) in finance, accounting, business or nonprofit administration, or a related field.
- Experience with QuickBooks Online preferred.

Send resume and cover letter to [mark\\_samuel@ohionm.org](mailto:mark_samuel@ohionm.org).

For more information, call 330-744-2000.