



Job Title: Bookkeeper

Reports To: Chief Executive Officer

Location: Heart Reach Neighborhood Ministries Youngstown, Ohio

Position Type: 15-20 hrs.

Salary Range: \$20-\$25/hr.

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 help coordinate fund development by assisting with fund raisers, and building relationships with current and potential donors.

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 events.
- **General Administration:** Perform other finance-related duties as assigned, including assisting with audits, preparing reports for stakeholders, and maintaining financial records.

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.

For more information, call 330-744-2000.