



POSITION TITLE: Accounting Clerk (Part-time)

Bridges to Housing Stability, Inc. ("Bridges") is a 501(c)(3) nonprofit organization based in Howard County, MD. Bridges' mission is to provide a path to self-sufficiency to prevent and end homelessness through affordable housing solutions and advocacy in Howard County. Its vision is for a community in which families working towards self-sufficiency can obtain and maintain housing stability. To that end, Bridges provides affordable housing and/or case management to households who are precariously housed and overburdened with rent, facing eviction and at risk of homelessness, or already homeless. For more information, please see www.bridges2hs.org.

POSITION SUMMARY:

The Accounting Clerk serves the mission of Bridges with numerous daily accounting activities. The primary work focus includes but is not limited to using QuickBooks Online to process invoices (bill entry and check processing), record credit card transactions, and record bank deposits, in a timely manner. The Accounting Clerk will also help with reconciliations, grant reporting, and preparation for the annual audit.

DUTIES AND RESPONSIBILITIES:

General:

- Maintain Bridges' standards of confidentiality and professionalism.
- Attend required staff meetings.

Job Specific:

- Review expense requests, verify information and identify discrepancies.
- Code expense transactions to the correct account and class.
- Process expense transactions.
- Verify accurate payment information and print checks.
- Ensure that bank deposits are coded to the correct account and class.
- Electronically file bank statements, expense, and deposit source documents.
- Reconcile monthly general ledger accounts as assigned by Accountant.
- File all source documentation electronically, and compile required source documentation for grant reports.
- Assist with annual audit.
- Act as backup to Staff Accountant in processing journal entries.

- Process grant billing and reporting, monthly.
- Other duties as assigned

QUALIFICATIONS:

- Associates Degree or college level Business Management, Accounting, Bookkeeping, or Finance education preferred
- Must be Computer Savvy: proficiency with Microsoft Office Suite, including Excel, and troubleshooting
- Excellent communication skills; written and verbal
- Ability to problem solve and work collaboratively to accomplish tasks
- Ability to learn new technology systems and business flow processes
- Strong attention to detail
- Work well independently and be able to multi-task
- Ability to prioritize projects
- QuickBooks: 2 years (preferred)

Diversity in organizational practices is a core value of Bridges to Housing Stability, Inc. resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds. Bridges is an Equal Employment Opportunity employer.

LOCATION: Hybrid

HOURS: 25/week

SUPERVISOR: Finance Manager

BENEFITS: Bridges' retirement account matching (up to 3% of salary) for eligible employees, paid holidays and four weeks of Paid Time Off annually with an additional day for each year of service up to five weeks per year.

APPLY: Send resume and cover letter to resumes@bridges2hs.org.