

**Center for Domestic Peace
Part-time Bookkeeper
JOB ANNOUNCEMENT**

TITLE: Bookkeeper
HOURS: Part-time, 24 hours per week.
COMPENSATION: \$24.04 per/hr. \$50,000 annually FTE
BENEFITS: 3 weeks' vacation, medical and dental package, retirement benefits
UNION: No

* A training range of \$2,500 to \$5,000 less per annum may be offered for up to six months for applicants who do not meet the minimum requirements.

CENTER FOR DOMESTIC PEACE is a non-profit organization, in existence now for 40 years, working at the county, state, and national level to end domestic violence. Center for Domestic Peace (C4DP) serves women, men, and youth who have been, and/or who are at risk of being, abused and or battered, or who have perpetrated, and/or who are at risk of perpetrating, abuse, bullying, and or battering. C4DP's programs helping children, teens, women, and men to live violence-free lives include: 24-hour hotlines; emergency shelters; transitional housing; support groups; legal advocacy; school programs; community prevention and education projects; professional continuing education programs; corporate, state, and nation-wide trainings; leadership development programs; and resource identification.

PRIMARY JOB RESPONSIBILITIES

1. Bookkeeping, accounts payable activities, and 1099 preparation
2. Assist with payroll activities
3. Prepare and make daily deposits
4. Filing (finance, personnel, and accounts payable)
5. Process, maintain, and update purchase order forms and other employee reimbursement forms
6. Assist with vendor correspondence and inquiries
7. Assist with timely response to staff (i.e. health insurance administration, accounts payable forms, reimbursements, accounts payable inquiries, deposit inquiries, etc.) in a professional manner
8. Assist in orienting new employees with new employee documents, benefits package, personnel policies, and benefits administration (including health insurance, COBRA, cafeteria plan, and union administration)
9. Assist with general administrative duties for finance department
10. Assist with annual audit preparation
11. Produce weekly fund development department reports

REQUIREMENTS

1. **AA degree in Accounting, Bookkeeping Certificate or completion of college level bookkeeping courses or other relevant experience required**
2. Understanding of Generally Accepted Accounting Principles (GAAP)
3. Minimum of three year experiences with Accounts Payable and bookkeeping responsibilities
4. Two years minimum experience using QuickBooks Pro Software and high degree of proficiency with Microsoft Office Suite (Excel, Word, and Outlook)
5. High degree of accuracy and attention to detail
6. Proven-ability to effectively manage details in a timely and accurate manner
7. Excellent and professional (written and verbal) communication skills
8. Ability to work under pressure, flexibility, ability to work as a team member
9. Ability to organize, prioritize and work with diverse staff and service users
10. Ability to respect the needs of security and confidentiality required by the agency
11. Must have valid driver's license and access to a car during working hours.
12. Alignment with Center for Domestic Peace's Statement of Purpose and organizational philosophy.

CENTER FOR DOMESTIC PEACE IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

TO APPLY: Submit current resume and cover letter by email only to: ewilson@c4dp.org