



Position Title: Bookkeeper/Business Partner
Reports To: Operations Coordinator
FLSA/ Status Nonexempt, part-time (10-20 hours per week)
Hiring Range: \$16-\$17.5 per hour
Revised: October 2017

WHO WE ARE

Mi Casa Back Office Solutions is a social enterprise business of Mi Casa Resource Center. Mi Casa Back Office Solutions is a full service bookkeeping company with a focus on small and medium sized organizations. We aim to let business owners and managers focus on growing their organizations by providing quality accounting, bookkeeping, payroll, reporting and information services.

POSITION SUMMARY:

The Bookkeeper provides a wide range of financial services for our clients including maintenance and reconciliation of accounts, financial record keeping and preparation of financial reports. They will also assist with financial workshops, bookkeeping sessions and some marketing/promotional efforts. This position will start on a part time basis with the potential to grow as the demand rises.

KEY RESPONSIBILITIES

- Review and enter client payment and receipt activity
- Review and enter client payroll data
- Enter other financial information into ledger accounts
- Maintain and reconcile ledger accounts
- Review and reconcile bank accounts
- Chart of accounts maintenance
- Financial, management and board reports
- Assist and advise clients as needed
- Assist with workshops, bookkeeping sessions or other marketing and promotional efforts

Other

- Contributes to organizational team effort by attending staff meetings, serving on committees and participating in the success of Mi Casa Back Office Solutions and Mi Casa Resource Center
- Other duties and projects as assigned

QUALIFICATIONS

- High school diploma/GED
- BS degree in accounting, business administration, nonprofit management or related field preferred
- 2-3 years of experience with Quick Books and/or Quick Books Online
- Bi-lingual in English/Spanish strongly preferred
- Background check required
- Valid driver's license, good motor vehicle record and valid auto insurance

Mi Casa's Mission: Our Mission is to advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



KEY COMPETENCIES

- Knowledge of accounting/bookkeeping
- Good organizational skills and attention to detail
- Creativity, innovation, and entrepreneurship
- Good verbal, written communication and computer skills
- Good relationship-development skills
- Willingness to learn

Mi Casa Back Office Solutions is an equal opportunity employer.

Interested persons should email their cover letter and resume to jobs@MiCasaResourceCenter.org by January 23, 2018. Interviews may occur as qualified candidates apply.

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