

Bookkeeper

West End Neighborhood House, Inc. is seeking a Bookkeeper to work closely with the CFO of West End Neighborhood House as support for the accounting, financial reporting, and tax compliance of the parent organization and its two subsidiaries. 40 hours/week. Position is primarily on-site.

Essential Duties and Responsibilities

- Support the Accounts Receivable process: Prepares bank deposits, reconciles credit card receipts, online payments, and prepare remote deposits.
- Supports the Accounts Payable process including entering invoices, preparing AP checks, and maintaining vendor files.
- Communicates with suppliers/vendors concerning errors, questions and reconciling accounts.
- Monitors Accounting office emails.
- Supports the preparation of 1099-NEC and 1099-MISC along with collecting W-9's.
- Prepare and process bi-weekly payroll in the absence of the Payroll Specialist.
- Support Human Resources for on-boarding documentation, benefit enrollment, and the maintenance of employee files.
- Supports the front desk answering phones and greeting clients.
- Maintain accounting files, archives and permanent records.
- Assist with the annual audits, as needed.
- Help support the transition to a more hybrid work environment.
- Perform other duties as required.

Knowledge, Skills & Abilities

- Accounting degree preferred.
- Three (3) years of experience demonstrating accounting proficiency is required (or an equivalent combination of education and work experience).
- Must have strong computer skills, including proficiency with Microsoft Excel and Word.
- Proven time management skills with the ability to prioritize and meet deadlines in a fast-paced, changing environment.
- Strong analytical and problem solving skills including the ability to recognize and resolve issues.
- Attention to detail and commitment to quality is required.
- Must possess excellent written communication and interpersonal skills.
- Must maintain confidentiality and discretion when handling sensitive information.
- Ability to work well both independently and as part of a team is required.
- Not-for-profit accounting expertise is a plus.
- Experience with Sage, Paychex, Xero, and Bill.com software is a plus.

Benefits

- Employer contribution to 401k
- Health Insurance with Health Reimbursement Account
- Dental Insurance
- Vision Insurance
- Employer sponsored Life Insurance
- Flexible Spending Account
- Generous Paid Time Off
- Colonial products available
- Paid Holidays

West End Neighborhood House is a cutting edge not for profit with over 100 years of history making social impact in the community. WENH is an equal opportunity employer. Please visit our website at westendnh.org to learn more about West End Neighborhood House.

Other

A satisfactory criminal background check and valid driver's license are required as a condition of hire.