



THE NON-PROFIT HOUSING ASSOCIATION OF NORTHERN CALIFORNIA

Job Announcement Part-Time Bookkeeper

The Non-Profit Housing Association of Northern California (NPH) seeks an experienced part-time Bookkeeper.

Organizational Overview

NPH is a non-profit 501(c)(3) tax-exempt corporation founded in 1979 as a membership association, now representing over 600 organizations and individuals throughout the Bay Area. As the collective voice of those who support, build and finance affordable housing, NPH promotes the proven methods of the non-profit sector and focuses government policy on housing solutions for lower income people who suffer disproportionately from the housing crisis.

Position Overview

NPH is seeking a part-time bookkeeper who is experienced with nonprofit bookkeeping and accounting principles. This is a long-term contract position that is about 12 to 15 hours per week. This is a flexible position; there is a preference for the bookkeeper to be available one day per week in the NPH offices in downtown San Francisco. This position reports to the Deputy Director and the Executive Director.

Duties and Responsibilities

The bookkeeper's main responsibility is to ensure the accuracy of the NPH books and also produce financial reports as needed in order for NPH's senior management and board to fulfill their fiduciary oversight responsibilities. Ongoing duties include working with the administrative assistant on accounts payable and accounts receivable (including creating invoices), creating monthly financial statements and processing payroll and all monthly reconciliations. The bookkeeper also administers benefits such as health insurance and retirement plans. He or she will also be the main liaison with the NPH accounting firm on the annual audit, filing of tax returns and filing of the employer 403b retirement account.

Qualifications

The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience with a non-profit organization. Preferred candidate will have at least three years full-charge non-profit bookkeeping experience. The candidate must also possess a knowledge of bookkeeping and generally accepted accounting principles both standard and non-profit. The preferred candidate will have some experience administering benefits and have a good working knowledge of the QuickBooks accounting software package.

How To Apply

Please send your resume, a cover letter indicating your interest to info@nonprofithousing.org with the subject header: NPH Bookkeeper.