



Job Description for Bookkeeper
Martindale Brightwood Community Development Corporation
Indianapolis, IN

Organization

Martindale Brightwood Community Development Corporation (MBCDC) is a 501(C)3 non-profit community organization that administers programs and projects to enhance the quality of life for residents. Formed in 1992, the MBCDC's mission is to be a catalyst in the sustainable development of the Martindale Brightwood Community through housing, employment, economic development, and environmental justice.

Job summary

The Bookkeeper position is a part-time role. Primary responsibilities include entering accounts payable in QuickBooks, maintaining spreadsheets to track project/grant expenses, researching any discrepancies, and assisting grant compliance reporting. The person in this role must maintain confidentiality related to reporting, customer and client systems and operations. This position reports directly to the Executive Director (ED).

We are looking for a detail-orientated person to support MBCDC's organizational growth and structure with the ability to successfully manage accounts payable, maintain records, and create project/grant reports periodically. The ideal candidate would be proficient in QuickBooks and Microsoft programs such as Excel, Outlook and Microsoft 365.

Responsibilities

- Post and verify that transactions are recorded accurately and appropriately.
- Meet weekly with the Executive Director.
- Track company invoice obligations, make accurate and timely invoice payments, gain approval when necessary and identify inaccuracies and variances.
- Work with external vendors to resolve any invoice problems or inaccuracies.
- Work with programs managers to assign expenses to applicable grants.
- Collaborate and support a CPA and ED to successfully execute accurate, timely reports.

Qualifications

- Basic knowledge and ability to research general principles and practices of public accounting and auditing.
- Detailed oriented and financially savvy.
- Attention to detail, accuracy of work and the ability to meet deadlines.
- Ability to review and understand a financial statement.
- Proficient in QuickBooks Online and Excel.
- Excellent communication skills, both verbal and written; ability to work well and collaborate with peers.

Minimum Education and Experience Requirements

1. Associate's degree or higher in accounting, business administration or related field and/ or equivalent professional work experience.
2. Knowledge of automated accounting software in QuickBooks and Excel.

Starting Base Salary: \$20.00 per hour, 20 hours per week.

Interested applicants may apply by sending a cover letter of interest and resume to: apierson@mbcdc.org