

## Maximum Accessible Housing of Ohio

Position: **Bookkeeper, Part-time** (14-16 hours, flexible during business hours)  
Location: University Circle, Cleveland  
Exemption Status: Non-Exempt  
Primary Report: President  
Secondary Reports: Administrative Director

**How to apply:** Send resume and salary requirements to: [maxhousing.hr@gmail.com](mailto:maxhousing.hr@gmail.com).  
Note "bookkeeper" in the subject line.

### Position Summary

The **Bookkeeper** ensures efficient and accurate financial operations by performing accounts payable and payroll functions. They also play a key role in financial recordkeeping, generating reports, and audit preparation. All functions are performed per established procedures. This position works as a team with management, administrative, and facilities staff to facilitate the mission: We advance accessibility, independence, and inclusion in homes and communities.

### Job Responsibilities

#### Bookkeeping/Accounting

- Accurately post all entries into accounting software
- Produce financial reports from accounting software as needed
- Maintain financial records
- Assist in preparation for reviews and audits
- Administer time and payroll records, payroll submission, and posting of payroll
- Administer payment of petty cash, mileage, cell phone, and other employee reimbursements and expenses

#### Accounts Payable and Receivable

- Ensure that invoices are accurate and payment is appropriately approved
- Enter invoices into accounting software and process vendor payments including automatic bills
- Maintain account and vendor lists in accounting software
- Print checks and send payments in a timely manner.
- Post other receipts, including HUD funds and transfers

#### Other Job Responsibilities

- Interact appropriately with MAHO tenants and refer them to appropriate staff members
- Assist other staff with special projects as assigned
- Other duties as assigned

### Qualifications

- Previous bookkeeping experience
- Proficient with computers and Microsoft Office software
- Familiarity with Propertyware a plus
- Experience in a property management or non-profit office a plus

### EOE

The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.