

Maximum Accessible Housing of Ohio

Position: **Bookkeeper, Part-time** (8-12 hours, flexible during business hours)
Location: University Circle
Exemption Status: Non-Exempt
Primary Report: President
Secondary Reports: Administrative Director

How to apply: Send resume and salary requirements to: 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
- Print checks and send payments in a timely manner
- Maintain account and vendor lists in accounting software
- Maintain utility usage database
- Post and deposit tenant rent
- 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.