

Part-Time Bookkeeper Position

Bayview Community Development Corporation (Bayview CDC) is a small non-profit corporation, with a primary responsibility of 3 small affordable housing developments and community development projects. This position is a contract position working remotely except with a requirement that the Bookkeeper make check deposits and prepare checks on-site once a month. The budgeted monthly amount is \$600.00 per month.

Bookkeeper Responsibilities

- Maintaining corporate and property accounts
- Maintaining records of financial transactions by posting and verifying accounts
- Develop systems to account for financial transactions by establishing a chart of accounts
- Reconciliation of all accounts as needed
- Maintain a balanced general ledger
- Prepare financial reports by collecting, analyzing and summarizing accounting for information
- Prepare Annual Financial Reports required by the SD Housing Commission
- Prepare monthly financial statements for the properties including preparation of the tenant rent rolls.
- Ensure compliance with federal, state and local legal requirements.
- Monitor for variances from the projected budget
- Advise management on compliance needs
- Assist in financial activities including payroll, establish and maintain rent rolls for each property and generating invoices
- Make check deposits on-site via scanner and occasional deposits at the bank

Required Skills

- Basic accounting knowledge
- Understanding of industry benchmarks in accounting best practices
- Knowledge of IFRS, U.S. GAAP or other industry-standard accounting frameworks
- Expertise in Microsoft Excel, QuickBooks or any other spreadsheet
- Establishing accounts
- Data entry
- Deep understanding of accounting principles
- Confidentiality
- Attention to detail and high degree of accuracy

Qualifications

- Bachelor's degree or equivalent work experience in accounting, finance or related discipline
- Minimum 5-years bookkeeping experience preferred

Please send a letter of interest and resume to: Melissa Myers Bayview CDC at 3450 Bonita Road, Suite 201, Chula Vista, CA 91910 or via email at mmyers@bayviewcdc.org