**Job Opening for Part-Time Bookkeeper**

**ABOUT THE HOUSING ALLIANCE**

The Housing Alliance of Pennsylvania is a statewide coalition working to provide leadership and a common voice for policies, practices, and resources to ensure that all Pennsylvanians, especially those with low incomes, have access to safe, decent, and affordable homes. The Housing Alliance’s agenda includes initiatives on housing development for low income Pennsylvanians, housing for special needs populations; community and economic revitalization; homelessness prevention and assistance; blight prevention and remediation; and efforts to rebuild homeownership.

**DUTIES**

* Pay bills using Sage Accounting Software
* Prepare deposits and enter them in general ledger system
* Prepare monthly invoicing for state and federal contracts
* Prepare Quarterly Lobbying Reports to State
* Monthly Reconciliations of various general ledger accounts
* Other bookkeeping duties as assigned

**SKILLS**

* Strong fundamental knowledge of accounting
* Detail oriented
* Working knowledge of Microsoft Office and Sage
* Solid written and verbal communication skills
* Ability to work independently
* Time management skills and ability to meet deadlines

**Reports to:** Finance Director

**Location:** Jenkintown, PA

Accessible to the Jenkintown Regional Rail train station; free onsite parking

**Schedule:** 15 hours per week

**Qualifications and experience:** Must have previous bookkeeping experience.

**Compensation:** Competitive part time hourly wage based on experience and qualifications.

**HOW TO APPLY**

Please email resume and cover letter to info@housingalliancepa.org with ‘Bookkeeper’ in the subject line.

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