



Job Title:	Accountant	Reports to :	Director of Finance & Human Resources
Team:	Core Support	FLSA:	Exempt Professional
Position Type:	Regular Part-time Salary	Hours:	20 hours/week
Supervises:	n/a	Key Employee:	No
Adopted:		Revised:	

Overview:

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to *empower people to transform neighborhoods* and we envision a thriving, connected community where people are valued and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.

The Accountant will assist the Director of Finance in providing financial information to management and assist with human resource function. This is a 20 hour per week position with a competitive salary, vacation time and flexibility.

Who You Are

- You care about economically challenged people and neighborhoods
- You want your work to contribute to a more inclusive, sustainable society
- You have personal qualities of integrity, credibility, and dedication to the organizational mission.

Your Work

- Process accounts payable, accounts receivable, record deposits, and reconcile bank and credit card accounts.
- Assist with month-end close by preparing journal entries and reconcile accounts
- Prepares and maintains fixed asset records, including an annual inventory
- Maintain company financial and human resource records
- Assist with preparation for the annual audit and 990 process;
- Work with Development and Administrative team to maintain donor database.
- Maintain professional and technical knowledge as appropriate.

Skills/Qualifications:

- Associate’s degree in Accounting or 3-5 years of equivalent experience;
- Familiarity with financial software;
- Excellent organization, attention to detail, productivity, and dependability;
- Fluency in MS Office (especially Excel);

Apply by sending cover letter and resume to info@hub25.org.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.