



NEW JERSEY CITIZEN ACTION

EMPLOYMENT OPPORTUNITY FOR Temporary (5 months) Part-Time Bookkeeper

New Jersey Citizen Action (NJCA) is a statewide advocacy and direct service organization that fights for social, racial and economic justice and promotes the financial security of low and moderate income families. New Jersey Citizen Action has an immediate, temporary (5 months) part-time (15 – 20 hours per week) employment opportunity for a bookkeeper. The individual must have at least 3 years of experience

Examples of Work:

- Maintain, track and pay invoices
- Prepare bank reconciliations
- Prepare journal entries and analyze accounts
- Assist with yearly audit
- Maintain updated accounts and bank cash sheets using excel
- Prepare monthly closing and financial statements
- Assist with grant reporting

Knowledge and Abilities:

- Ability to communicate well with vendors and others in person and by phone
- Knowledge of accounting software systems (SAGE), Excel and word processing programs
- Knowledge of modern office practices, routines, machines and equipment
- Attentive to detail
- Dependable and flexible

Required education and experience:

Minimum of 3 years computerized bookkeeping/accounting experience

Compensation:

Salary \$25 per hour. Position based in our Highland Park office.

Email resume and cover letter to:

Email: Jobs@njcitizenaction.org

Equal Opportunity Employer

Visit our web-site www.njcitizenaction.org