



Company: Neighbors of Watertown, Inc.  
Job Title: Fiscal Assistant/Bookkeeper  
Status: Non-exempt, part time

Description:

Neighbors Of Watertown, Inc. (NOWI) provides a variety of quality affordable housing opportunities to the residents of the City of Watertown and Jefferson County. These opportunities range from rental units to homeownership programs and owner occupied housing rehabilitation. Bookkeeping includes a complex main set of books for NOWI plus several smaller sets kept for the affiliated partnerships and other companies that NOWI manages.

We are seeking a Bookkeeper/ Fiscal Assistant to work under the Fiscal Director. This individual will work closely with the Fiscal Director to ensure accurate recording of all transactions in preparation for periodic reporting and annual audits.

Responsibilities include:

- Accurate recording of all transactions into QuickBooks and/or BostonPost programs, including
  - A/R and A/P for multiple entities
  - Rental information regarding move in, move out, delinquent accounts, and evictions
  - Rebilling of water and trash costs to tenants, including pro-rated amounts
  - Entries related to multiple rehabilitation programs
- Resolution of A/R and/or A/P billing questions
- Timely payment of outstanding bills
- Making regular deposits and completing other banking duties
- Monitoring cash availability
- Preparing basic reports as requested
- Assisting with customer service duties such as answering phones and receiving clients
- Other duties as assigned

Qualifications:

- Minimum of Associate's degree in Accounting and 1 year work experience in a related area
- Strong experience with QuickBooks in the workplace
- Good working knowledge of Word and Excel
- Excellent organizational skills and attention to detail
- Ability to work independently, schedule duties appropriately, and juggle priorities
- Works well with others to obtain needed information
- Good customer service skills
- Knowledge of BostonPost rental management software is preferred



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