



**A Neighborhood Preservation Company
Serving Watertown Since 1969**

Company: Neighbors of Watertown, Inc.
Job Title: Bookkeeper
Status: Non-exempt, part time (10 – 15 hours per week)

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 to work under the Fiscal Assistant. This individual will work closely with the Fiscal Assistant to ensure accurate recording of all transactions in preparation for periodic reporting and annual audits.

Responsibilities include:

- Accurate recording of transactions into QuickBooks and/or BostonPost programs, including
 - A/R 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
- Resolution of A/R billing questions
- Making regular deposits and completing other banking duties
- Monitoring cash availability
- Preparing basic reports as requested
- Other duties as assigned

Qualifications:

- Minimum of Associate's degree in Accounting and 2 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

