

HSA-UWC is seeking a Bookkeeper

Susan Bouachri
January 10, 2025



Position Summary:

This mission/position supports the purpose of HSA-UWC by ensuring accurate and timely financial record-keeping, promoting fiscal accountability, and providing essential financial management services that enable the organization to fulfill its mission effectively. The Bookkeeper plays a vital role in maintaining financial health and supporting the organization's operations. This position offers an opportunity to contribute meaningfully to the financial stewardship of the organization, ensuring the achievement of its mission

through sound fiscal management.

Essential Duties and Responsibilities:

- **Bookkeeping:** Accurately record financial transactions in compliance with standard accounting principles. Maintain and reconcile general ledger accounts.
- **Bill-Paying:** Process invoices and ensure timely payments to vendors, suppliers, and contractors. Maintain an organized system for tracking outstanding bills and payments.
- **Budget Tracking:** Assist in preparing and monitoring budgets, ensuring expenditures align with organizational goals and financial policies.

Role Qualifications:

- Maintain accurate records of financial transactions by posting entries to accounting systems.
- Reconcile bank and credit card accounts monthly to ensure accuracy.
- Prepare and distribute financial reports as needed for internal stakeholders.
- Monitor accounts payable and accounts receivable to ensure timely collections and payments.
- Provide support during audits and financial reviews by ensuring documentation and records are up-to-date and accessible.
- Work collaboratively with staff and leadership to address financial questions and concerns.
- Identify opportunities to improve financial processes and implement recommendations.
- Proven experience in accounting and bookkeeping, with a strong understanding of accounting principles.
- Proficiency in QuickBooks and Microsoft Office Suite, including Excel and Word.
- High school diploma or equivalent required; college degree in Accounting, Finance, or a related field preferred.
- Strong attention to detail, organizational skills, and the ability to manage multiple tasks effectively.
- Excellent written and verbal communication skills.

Job: Part-time, 20 hours per week (with the potential for Full Time work)

Location: Hybrid - Prefer candidates in the NY-NJ-CT area as occasionally work is required at HSA-UWC office at 4 W 43rd Street, NYC.

Work Schedule: Schedule to be created upon hire

Salary Level (range): \$20 - \$25 per hour, depending on experience

TO APPLY

We are collecting resumes until January 31, 2025. If you would like to apply, complete the [online application form](#). Please contact **Sancha Christian** at christian@unification.org for a full job description and further information.