

DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

14 West Second Street
Media, PA 19063
(610) 565-6272

Job Description

Title: BOOKKEEPER
Work Location: Main Office
Reports to: Controller
FLSA: Non-Exempt, Part-Time

The Domestic Abuse Project of Delaware County works to prevent domestic violence and empower victims to move towards self-sufficiency. DAP provides counseling, advocacy, legal services and emergency shelter.

The Bookkeeper reports directly to the Controller and is a 15-hr/week part-time position.

Job Responsibilities

Accounts Payable

- Process checks and post electronic payments in QuickBooks.
- Update and maintain vendor information in QuickBooks.
- Communicate with vendors regarding payment issues.

Accounts Receivable

- Record funder invoices and thrift store sales receipts in QuickBooks.
- Record payments and deposits in QuickBooks.

Other Responsibilities

- Maintain fiscal department paper files.
- Prepare and enter general journal entries, some using Excel tools for funder cost allocations.
- Reconcile bank and credit card accounts using QuickBooks.
- Provide additional assistance, as needed.

Job Requirements

- Prior accounting and financial analysis experience necessary, accounting degree or certificate strongly preferred
- Proficient in QuickBooks (Desktop) and Microsoft Excel
- Professional demeanor, ability to show flexibility and reprioritize due to outside influences
- Excellent oral and written communication skills
- Highly-organized and able to work independently, with interruption

DAP is an Equal Opportunity Employer and does not discriminate against anyone on the basis of age, race, creed, ethnicity, color, national origin, marital status, political affiliation, handicap, religion, medical condition sex, gender identity, gender expression, or sexual orientation.