



[www.journeyhouse.org](http://www.journeyhouse.org)

**Job Title:** Bookkeeper  
**Reports To:** Controller  
**FLSA Status:** Part-Time, 25 hours per week  
**Prepared Date:** July 5, 2017  
**Site Location:** Journey House Center

**Our Vision:** Every individual and family in Clarke Square will be given the tools and resources to succeed and contribute personally, professionally, and civically to the neighborhood and our greater Milwaukee community.

**Our Mission:** *Journey House empowers families living on Milwaukee's near Southside to move out of poverty by offering adult education, workforce readiness, youth development, and family engagement programs.*

**Summary/Objective:** Under the direction of the Controller, the Bookkeeper performs basic bookkeeping/accounting duties in an accurate and timely manner. The incumbent will perform such duties in a way that assures compliance with generally accepted accounting principles.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned in line with individual's experiences and qualifications.

- Prepare payroll journal entries.
- Process bank deposits.
- Process accounts payable and receivables.
- Assist in preparation of monthly cost reports.
- Assist with year-end audit.
- Manage invoices and purchase orders to ensure payments are made in a timely manner.
- Assist Controller with financial reports and any other duties as assigned.
- Attend Yes! And Community Building mandated staff trainings.
- Attend and participate in Journey House staff, and team meetings and all special events.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



[www.journeyhouse.org](http://www.journeyhouse.org)

**Education and Competencies:**

- Minimum of an Associate's Degree in Accounting preferred or two to three years of experience performing the above tasks.
- Experience working in QuickBooks preferred.
- Experience working with non-profit preferred.
- Exceptional attention to details, great organization skills, ability to work without direct supervision.
- Problem solving skills.
- Proficient in Microsoft Office applications [Word, Excel, PowerPoint], database, and internet.
- Dependable and flexible.
- Residents of the Clarke Square neighborhood or near south side of Milwaukee [zip codes 53204 or 53215] will receive strong consideration.

**Licenses:** Valid Wisconsin Driver's License and insurance required.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working in office space, classrooms, gymnasiums, community agencies and outdoors.

**JOURNEY HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER  
DRUG FREE WORKPLACE**