



AQUINAS CENTER

Hospitality † Responsiveness † Solidarity † Transformation

Our Mission: Aquinas Center builds unity in diversity, supports learning, and inspires thoughtful action.

PART TIME BOOKKEEPER JOB DESCRIPTION

Position Summary: The Bookkeeper is responsible for performing a variety of bookkeeping and accounting duties including preparing payroll, financial record keeping and transactions including invoicing and preparing bank deposits. Desired individual will have experience with Quickbooks, experience working in the nonprofit setting, appropriate confidentiality in handling finance information, strong organizational and time management skills, and acute attention to detail.

Hours: Part time, ten hours a week. Flexibility in scheduling for Mon, Wed, Fri, or Saturday with possibility of day, afternoon, or evening hours, provided the schedule repeats each week.

Compensation: \$17-20/hr, depending on experience

Supervision: Bookkeeper will report to the Executive Director with some oversight given by the Encounter Coordinator.

Duties: The Bookkeeper will:

- Process all incoming checks and record in Quickbooks on a weekly basis
- Prepare bank deposit weekly
- Send and track invoices and payments for approximately 35 vendors annually
- Follow up on invoices with business managers and purchasing officials from various institutions, such as colleges, universities, diocesan offices, and more
- Record and track expenses according to budget categories
- Reconcile bank statement monthly
- Provide some office support (ordering supplies, picking up the mail, etc.)
- Be a supportive presence to all Aquinas team members, from interns to paid staff. This may mean answering the door and phone, or providing hospitality for a meeting or group.

Position Requirements: An ideal candidate will have:

- Proficiency in Intuit-Quickbooks (online version) a must
- Associate's degree (AA/AS) or equivalent; three to five years' related experience; or equivalent combination of education and experience
- Additional proficiency in Excel and Word
- Excellent verbal and written communication skills, particularly with phone and email
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow

- Strong mathematical skills.
- A comfort level with engaging with a wide variety of different ethnic, cultural, language, and religious backgrounds.
- A willingness to seek people out and initiate interactions to build relationships.
- A capacity to build and maintain trust with community members.
- Attention to detail, project management, and problem-solving skills that demonstrate initiative and passion for the work.

To Apply: Write cover letter in body of the email and attach resume. Email to Business@aquinascenterphilly.org. No calls please.



About Aquinas Center: Aquinas Center is located on the campus of St. Thomas Aquinas Catholic Church in a multilingual, intercultural neighborhood of Philadelphia, PA. The parish convent was repurposed in early 2013 in response to growing demand from community members for a welcoming space to offer mutual support and foster shared understanding across boundaries of class, race, ethnicity, language and geographic distance. The result is the Aquinas Center, with a mission to *build unity in diversity, support learning, and inspire thoughtful action.*

To learn more, visit:

www.aquinascenterphilly.org

www.facebook.com/aquinascenter

www.twitter.com/aquinasctr

www.instagram.com/aquinascenter

Aquinas Center maintains a policy of non-discrimination with respect to employees and applicants for employment.