**The Boston Project Ministries**

**Bookkeeper / Administrative Assistant**

***Job Description***

**Organization:** The Boston Project Ministries [TBPM] is a non-profit Christian community development organization, which mobilizes neighbors and volunteers to help build and nurture a strong community characterized by God’s shalom. We are rooted in the Talbot-Norfolk Triangle [TNT] neighborhood in the Codman Square, Dorchester section of Boston serving the 525+ families that reside within our 13-streets. From our Neighborhood Ministry House we run a host of relational-based Youth & Family programs including a Homework Center, youth leadership programs including mentors, teen jobs, youth and adult Bible studies, summer park programs, and a parents group. We also provide key support to the community organizing and civic stewardship efforts of the TNT Neighbors United association with the shared goal of becoming Boston’s first Eco-Innovation District. Finally, we assist homeowners (particularly seniors) and partner organizations by coordinating 600+ volunteer a year in community improvement projects and by serving families.

**Summary of Position**: The Bookkeeper / Administrative Assistant is a part-time (10 hours a week) administrative position that assists in maintaining records of financial transactions made by The Boston Project staff and posting transactions to our accounting software (Quickbooks). This position with assist with other clerical duties as needed. The Bookkeeper / Administrative Assistant reports to the Director of Operations, or in their absence, the Executive Director.

Responsibilities include, but not are not limited to:

* Daily bookkeeping, including entry of all deposits, receipts, and bills
* Preparation of weekly deposits of checks
* Tracking all Paypal deposits; transferring funds when necessary
* Assist in preparation and recording of payroll
* Pay bills at the request of the Director of Operations
* Reconcile all monthly bank account statements
* Maintain financial paper records to validate electronic data
* Prepare financial reports for Executive Director and Board of Directors
* Prepare grant budgets and track spending against the budget
* Provide staff with monthly donation giving statements
* Assist with annual audit
* Generate yearly 1099's for independent contractors
* Assist in preparing draft of annual budget
* Work with vendors to prepare contracts and respond to questions as needed
* Provide inventory support, including maintaining office materials and supplies
* Assist with mass mailings by printing envelopes, financial receipts, etc.
* Assistance with Human Resources projects as needed

**Qualifications:**

* Excellent knowledge of Quickbooks
* Proficiency in Microsoft Excel, Word and Access
* Ability to work professionally with many partners (funders, vendors, etc)
* Detail oriented and analytical
* Ability to work independently and maintain confidentiality

**Submission:** To apply for this position please forward your resume and cover letter to Liz Cressy at [liz@tbpm.org](mailto:liz@tbpm.org). Resumes will be accepted until the position is filled.