

Part Time Bookkeeper

Position Summary

The bookkeeper is responsible for a variety of day-to-day accounting functions, HR oversight, and other administrative support, as needed, for a 501(c)(3) charitable organization in Napa Valley.

Program Overview

Established in 2008, The Pathway Home (TPH) is a non-profit agency that provides a supportive residential community committed to post-9/11 Veterans having difficulty transitioning from military service to civilian life. The Pathway Home provides these student veterans with educational, professional and clinical support designed to enhance their lives following military service. By offering an integrated program that develops critical tools to promote physical and mental health and support academic and career development, we aim to expand student veterans' opportunities for long-term success and improved quality of life.

Employment Type: Part Time, 10-12 hours/week. Flexible days considered

Location: Yountville, CA

Reports to: Executive Director

Primary Duties and Responsibilities:

- Perform basic financial functions: payroll, A/R, A/P, and prepare and make bank deposits;
- Prepare journal entries and manage the month end close process. Perform monthly budget reconciliations;
- Assist with audit preparation;
- Maintain important agency documents and execute quarterly or annual filings and reports;
- Collect and process program resident's payments monthly;
- In-house point of contact for HR issues and concerns;
- Facilitate on-boarding of new employees and termination paperwork for exiting employees;
- Oversee employee benefits (401k, healthcare, dental/vision)
- Manage/oversee vendor contracts
- Provide general support at main desk – assist residents, direct inquiries to appropriate staffers, respond to requests for information;
- Other duties as directed or assigned.

Qualifications, Skills, and Abilities:

- Experience with PC computers, Microsoft Office and QuickBooks software.
- Demonstrated ability to perform basic financial functions and oversee HR needs internally.
- Organized and productive multitasker, effective team player.
- Experience and/or interest in streamlining and automating systems a plus.

TO APPLY: No phone calls or employment agencies. Applicants should submit a resume demonstrating qualifications for the position. Submit to info@thepathwayhome.org (Subject Line: Bookkeeper).

INFORMATION: www.thepathwayhome.org