

HOT BREAD KITCHEN

preserving tradition / rising expectations

JOB POSTING: PART-TIME ACCOUNTING CLERK

Hot Bread Kitchen is a non-profit social enterprise bakery that creates professional opportunities for immigrant women. In order to fund our professional training programs, we sell a line of fresh, multi-ethnic breads baked using traditional recipes, inspired by our bakers. We train our bakers in English, business skills, and kitchen math so that they are ready to launch new careers as business owners and culinary professionals.

The successful candidate for this position will be a well-organized quick thinker who is an expert at multitasking and has experience in accounting. This position requires someone who is comfortable working both independently and collaboratively, managing tight deadlines, and following through until the task is professionally completed. This position will be 25 hours per week.

RESPONSIBILITIES:

- Support the finance team in all aspects of A/R and A/P
- A/R duties including sending invoices to clients, client contact, answering questions related to outstanding balances and payments, posting payments received, etc.
- A/P data entry and coding, vendor contact, account analysis, etc.
- Entering credit card transactions in QuickBooks
- Bank transactions
- Data entry
- Filing; organizing and creating systems to keep paper and electronic files
- Administrative and finance-related duties, as required

REQUIRED SKILLS:

- Passionate about Hot Bread Kitchen's mission
- High attention to detail
- Ability to multi-task with strong planning and organizational skills
- Ability to handle sensitive information with high degree of confidentiality
- A minimum of two (2) years of experience as accounting clerk / A/R clerk / A/P clerk
- Working knowledge of QuickBooks
- Intermediate knowledge of Excel and experience with all Microsoft Office products
- Experience with Google products (Email, Google docs, etc.)
- Degree in related field, like Accounting (Associates Degree preferred)
- Experience with non-profit bookkeeping is a plus
- Flexible attitude and sense of humor

COMPENSATION:

This position will be paid hourly at 25 hours per week. Hourly compensation is commensurate with experience.

TO APPLY:

Interested candidates must forward their resume, cover letter, and salary requirements to HR@hotbreadkitchen.org. Please include "Accounting Clerk - Your Name" in the subject line.