



Job Description

Job Title: Bookkeeper	Status: Non-Exempt
Reports to: Finance Director or Executive Director	Date: 11/2025

Basic Function:

Assist in directing the fiscal operations of Merrick House. Facilitate organizational cash flow through the development of effective billing and reporting processes. Oversee administrative services which may include: Grants Administration and Purchasing.

Responsibilities:

This position will be responsible for assisting with the day-to-day accounting functions, including accounts payable, accounts receivable, payroll, and financial reporting.

Duties and Responsibilities

- Assist with month-end close and journal entries
- Assist with month-end balance sheet preparation
- Assist with month end reconciliations and reconciliations for vendor accounts
- Assist bank reconciliation and reconciliations for vendors and other entities
- Assist with audit preparation
- Assist in the preparation of annual reports, tax returns, and other documents as needed
- Other duties as assigned
- Perform other duties as necessary to accomplish objectives.

Requirements:

- High school diploma or equivalent; associate's degree in accounting or finance preferred.
- A minimum of 2 years' experience in bookkeeping or non-profit accounting.
- Must be able to multitask and work in a fast-paced environment.
- Exceptional attention to detail and organizational skills required.
- Must be proficient in QuickBooks and Microsoft Office applications (Word, Excel, Outlook).
- Must have knowledge of general ledger accounting practices and procedures.
- Must be able to work independently as well as part of a team environment.
- Familiarity with non-profit organizations and structures preferred.
- Knowledge of various funding sources such as ODJFS, CDBG, ECE, UPK.
- Knowledge of accounting concepts, techniques and principles and the ability to apply knowledge.
- Ability to effectively and productively work with people of very diverse economic, cultural and administrative backgrounds.
- Must be able to work independently from general instructions.
- Must have Ohio Driver's License and reliable means of transportation for local travel.
- Final applicant is required to be fingerprinted to complete background check.

Positions that may report to this position:

N/A

Salary: \$45.00 per hour

Job Type: Part-time (minimum 20 hours per week)

Benefits: Paid time off