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Chief Executive Officer

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Chief Operating Officer

Peter Gensicke
Chief Financial Officer

**Monarch Housing Associates
Experienced Bookkeeper
Job Description**

Monarch Housing Associates is a mission driven, results oriented, state wide non-profit consulting firm. Our vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing. This is accomplished through housing development, planning, advocacy/policy work and partnership with stakeholders across the state.

General Description:

Monarch Housing Associates is seeking a Part-time experienced bookkeeper (approx. 1 day a week) to assist with managing financial transactions of the agency.

Duties and Responsibilities:

- Receives, approves, and, when necessary, investigate client's accounts receivable invoices and aging A/R.
- Invoices clients.
- Ensure that receivables are collected promptly.
- Record deposits into accounting software and make bank deposits.
- Code and input accounts payable.
- Pay supplier invoices in a timely manner.
- Take all reasonable discounts on supplier invoices.
- Prepares appropriate schedules and reports as requested by clients and partners.
- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts.
- Tag and monitor fixed assets.
- Prepare profit and loss statement and balance sheet.
- Conduct a monthly reconciliations of all bank accounts, credit cards and line of credit to ensure their accuracy.
- Assemble information for external auditors for the annual audit and assist with tax return preparation.
- Assist with completing periodic financial analysis of the agency.
- Maintain an orderly accounting filing system.
- Maintain the chart of accounts.
- Assist with budget preparation.
- Maintain the annual budget in Quickbooks.
- Calculate variance from the budget and report significant issues to management.



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- Performs other duties as assigned from time to time by accountants or partners.
- Provide clerical and administrative support to management as requested.

Requirements

- Associates degree or at least 3-5 years of experience.
- Knowledge of accounting and bookkeeping principles.
- Experience with QuickBooks online.
- Proficient in Microsoft Excel.
- Data entry.
- Keen attention to detail and ability to keep records and files organized.
- Ability to work efficiently with high level of accuracy
- Competent collaborator and skilled cross-functional communicator.
- Strong time manager with respect for deadlines.
- Ability to identify errors and solve problems.
- Decisive and critical thinker.

Staff

Taiisa Kelly
Chief Executive Officer

Asish Patel
Chief Operating Officer

Peter Gensicke
Chief Financial Officer

Salary: Commensurate with experience.

Send cover letter, resume to:

Taiisa Kelly, Monarch Housing Associates
Fax: (908) 628-1055
Mail: 29 Alden Street, Suite 1B, Cranford, NJ 07016
E-Mail: tkelly@Monarchhousing.org