

Finance/Bookkeeping Specialist JOB DESCRIPTION

PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION

PCDC was established in 1966 as a nonprofit, grassroots, community-based organization. Its mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services to all members of the community, neighborhood planning and advocacy, economic and industrial redevelopment, youth, and family support services.

JOB DESCRIPTION

This position will provide support for all financial and accounting functions related to cost reporting, cash flow, accounts payable, billing, payroll, and general accounting. This position will report directly to the Deputy Director.

Responsibilities:

- Perform payroll functions in an accurate and timely manner
- Conduct reconciliation of all accounts on an as needed basis
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account/grant receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Maintain historical records by filing documents
- All other tasks assigned by Deputy Director

Education and Experience Requirements:

- Bachelor's Degree from an accredited college or university is preferred
- Previous bookkeeping experience preferred
- Previous experience working in a non-profit a plus

Qualifications:

- Proficiency in MS Office and QuickBooks
- Proven ability to calculate, post, and manage accounting figures and financial records
- Organized, focused, and can manage a large volume of paperwork
- Strong analytical and technical accounting skills
- High degree of accuracy and attention to detail

Compensation

\$31,000 per year

Send cover letter and resume to PCDC, Attn: Rachel Mak, 301 North 9th Street, Philadelphia, PA 19107 or email to rmak@chinatown-pcdc.org.