



Accounting Clerk

Location:

Lawrenceville, NJ
In office, fixed schedule only.

Position Type/Classification:

Part Time/Non-Exempt

Reporting to:

Controller

Compensation:

\$24/hour, 25 hours per week during the regular season, with increased hours expected in November and December.

Organization Overview

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, 16,805 unique individuals came to for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

The Accounting Clerk will assist the Accounting Team with day-to-day accounting functions.

Essential Job Functions/Responsibilities:

- Data entry into Financial Edge (Blackbaud) financial software (A/P, A/R, J/E's, etc.)
- Organization of all Accounts Receivable, Accounts Payable and deposit support
- Process both manual and remote deposits including scanning of all checks/paperwork
- Record grant billing transactions into Financial Edge (Blackbaud)
- Assist with bank reconciliations and accounts payable tasks
- Sorting and distribution of mail
- Other projects as needed, including possibly assisting with payroll.

Required Experience and Education:

- 1 -3 years general accounting experience
- Associates degree in accounting or relevant experience
- Proficient/Advanced Excel Skills degree in accounting or relevant experience

Preferred Experience and Education:

- Experience in not-for-profit accounting preferred
- Experience with Blackbaud Financial Edge/NXT
- Strong communication and organizational skills, attention to detail and a proven ability to meet deadlines
- Experience with payroll processing.

Travel:

Minimal travel to meetings may be required.

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

Disclaimer:

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.