

Bookkeeper for The Encore Store (Fairhill Community Resource Store)

Summary

The Bookkeeper for The Encore Store is a mission critical, administrative support position responsible for overseeing the overall financial transactions of The Encore Store in order to maintain this program offered by Fairhill Partners.

Responsibilities

- Reconcile sales of the week and prepare bank deposits;
- Maintain accurate account ledger reports;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Familiarity with bookkeeping procedures, ability to work with figures;
- Accuracy and attention to detail;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.