



SAINT LOUISE HOUSE

Build. Believe. Become.

Full Charge Bookkeeper

About Us

Saint Louise House provides long-term supportive housing to mothers and their children overcoming homelessness in Central Texas. With a deep belief in the power of women to transform their lives, their families, and our community, our proven program provides stable housing and wraparound services with highly individualized support that fosters education, financial literacy, strong family relationships and healthy living, leading to a lifetime of self-sufficiency. Our work is guided by our values of Strengths, Empowerment, Simplicity, Humility, and Effectiveness.

Job Description

The **Full Charge Bookkeeper** handles the full cycle of accounting and bookkeeping duties for Saint Louise House. This position is responsible for the day to day, month end, and year end accounting/bookkeeping duties. In addition will prepare for and participate in the annual financial audit. **This is a part time position with very flexible hours**

Responsibilities

- Responsible for full cycle accounting duties
- Accounts receivable / payable
- Reconcile bank accounts and credit cards
- Maintain all accounting records and required documents
- Prepare monthly financial statements for the Executive Director, quarterly and annual reports for the Board of Directors
- Provide reports and financial information to the Executive Director as needed
- Prepare documents for and participate in annual audit
- Prepare annual 1099 reports
- Manage allocation methods for grants
- Attend Executive or Finance Committee meetings of Board of Directors as needed

Education and Experience

- Required – Bachelor's or Associates degree in accounting or related field
- Required – 3+ years of experience in a bookkeeping role
- Required – Nonprofit accounting experience
- Preferred – Quick Book experience
- Preferred - 1-3 years' experience preparing and analyzing financial statements

Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability.

To apply for position send Cover Letter and Resume to:

Robin Kamperman, Director of Operations at rkamperman@saintlouiseshouse.org

For more information about Saint Louise House, please visit www.saintlouiseshouse.org