



34 Everett Street, Concord, MA 01742
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www.concordha.org

Bookkeeper/Administrative Assistant

Job Summary

This is a highly responsible administrative position in which the employee assists the Executive Director and Program Manager and attends to clerical needs. This position will also serve as the Bookkeeper, responsible for financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. This individual will work closely with the Executive Director and other staff to carry out the Concord H.A. mission of providing decent, safe and affordable housing.

This position requires public contact and handling of confidential information.

Type of Position/Hours Worked

This is a full-time, 37.5 hour/week position. Office hours are between 7:30 AM -4:00 PM Monday – Thursday; 7:30 AM – 1 PM on Friday.

Salary

\$27-\$30 per hour including benefits, based on experience

Location

This position is located at the Concord Housing Authority, 34 Everett St. It could require travel for professional development.

Supervision received

The incumbent receives general supervision from the Executive Director

Principal Duties

Duties include routine functions related to a bookkeeper/administrative assistant.

Administrative Assistant Duties:

- Provides a wide variety of administrative responsibilities to the Executive Director
- Supports the Program Manager with annual recertifications, top of list paperwork, etc.

- Responsible for CHAMP (state-wide public housing waiting list) – entering applications, intake, etc.
- Screens telephone calls and visitors to the office
- Maintains file systems, most materials deemed to be of a confidential nature
- Supervises and distributed incoming mail
- Execute electronic communications related to agency business
- Answers questions relative to affordable housing programs
- Prepares weekly payroll
- Write and distribute email, correspondence, memos, letters, faxes and forms
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Provide general support to visitors
- Maintain maintenance work-order system
- Maintain office equipment and inventory of office supplies and publications

Bookkeeper Duties:

- Record day to day financial transactions
- Collect receivables including rent and others
- Verify transactions are recorded correctly
- Work with fee accountant on necessary financial reports
- Process accounts receivable/payable and handle payroll in a timely manner

Other Duties:

- Maintain office equipment and inventory of supplies and publications
- Work on special projects and other duties and responsibilities as the Executive Director sees fit.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any other person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time.

