



Sister Carmen Community Center
Job Description
Contract Accounts Payable Bookkeeper

Job Reports To: Comptroller
Salary Range: \$30-\$40/Hour

Date completed: _____ Work Location: _____
Title: Contract Bookkeeper Department: Finance
Exempt Status: X Y N Position Status: FT PT X IC*

Job Description Summary: The Contract Accounts Payable Bookkeeper provides essential part-time support to our finance team. This role requires the ability to manage the full accounts payable process accurately and efficiently within a limited number of weekly hours. As a key member of our financial operations, the bookkeeper ensures that payments are processed in a timely manner—which directly supports the continuity of our programs and services.

Essential Functions:

(An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the functions which the employee may be expected to perform.)

- **Invoice Management:** Review, verify, and process vendor invoices for accuracy and proper authorization.
- **Payment Processing:** Prepare and process payments, including checks, and manage payment schedules to ensure timely vendor payments.
- **Reconciliation:** Reconcile vendor statements with invoices and resolve any discrepancies in a timely manner.
- **Record Keeping:** Maintain accurate financial records, post transactions, and classify numerical data appropriately.
- **Vendor Communication:** Liaise with staff and vendors to clarify invoice details, resolve disputes, and provide updates on payment status.
- **Compliance Support:** Ensure all activities adhere to internal policies and financial regulations. Assist the Comptroller with month-end closing procedures as needed.

Minimum Job Requirements/Competencies:

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May perform other duties as assigned. Organization and tracking of time is essential. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Technical Proficiency:** Strong experience with QuickBooks (or similar accounting software) and Microsoft Excel.
- **Organizational Skills:** Ability to prioritize effectively, manage multiple tasks, and meet deadlines.
- **Attention to Detail:** Demonstrated accuracy in data entry, invoice review, and financial reconciliation.
- **Communication:** Excellent verbal and written communication skills for internal and external correspondence.
- **Problem Solving:** Ability to investigate and resolve discrepancies independently and efficiently.

Desired Qualifications:

Time and Place: Part-Time 1099 Contractor - 3-4 hours per week. Work must be conducted in the Office on the same day each week.

PHYSICAL DEMANDS: Frequent Sitting

WORK ENVIRONMENT: Office environment. Moderate Noise.

To apply please send a resume and cover letter to marial@sistercarmen.org.