# Bookkeeper (Part Time)

**Wanted**:  Versatile, energetic and experienced individual to join our team at Hands On Hartford as the **Part Time Bookkeeper** to work closely with the Lead Bookkeeper to provide efficient and professional assistance and support in the fiscal, facility and related systems of the agency.

**Why work at Hands On Hartford**: Hands On Hartford, in partnership with others, strengthens community in Hartford by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 54+ year old nonprofit that values team work, inclusivity, and takes a strengths-based, harm reduction, collaborative approach to all we do.

**When:**  Hourly position, 25 hour work week, generally Monday through Friday.  Flexibility required

**Pay:**  Range $19-$26 per hour, depending on experience and qualifications

**As the Bookkeeper you will:**
- Work with the Lead Bookkeeper on Accounts Payable
- Work with the Lead Bookkeeper on Accounts Receivable
- Work with the Lead Bookkeeper on Cash Receipts
- Work with the Lead Bookkeeper on office supply and maintenance supply ordering

**This could be the position for you if you:**
- Believe in our mission and core values and are committed to diversity, equity and inclusion
- Have Two (2) years experience in bookkeeping
- Have knowledge and proficiency in using computer applications, including standard Windows applications, proficiency in spreadsheets; and knowledge of Abila MIP a plus
- Have a valid driver's license, registered and insured vehicle and are able to lift and carry at least 25 pounds

**What we offer full time employees:**
- Dedicated, diverse, and friendly co-workers
- Paid time off – 12 holidays, +vacation, +personal time, + sick leave
- 401(k) employer contribution and employer match
- Free on-site parking

**If this sounds interesting to you:**

**Send letter of interest & resume to: Pamela Fitzgerald, Director of Finance and Administration**

**Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.**

**Email pfitzgerald@handsonhartford.org**

**AA/EOE**