



Organization: Partners for Better Housing
Position: Non-Profit Accountant (Part Time)
Reports to: Chief Executive Officer (CEO)
Location: Northwest Arkansas (Fayetteville)

Founded in 2007, Partners for Better Housing is a non-profit 501 (c)(3) housing development organization endeavoring to build quality workforce housing and facilitate upward mobility for modest and moderate-income families in Northwest Arkansas (NWA). Through the grassroots efforts of many community stakeholders over the past 15 years, Partners is now proudly poised to scale our programs, leverage our development expertise, and champion effective housing policy to meaningfully address housing challenges in Northwest Arkansas.

It is because of our growth that Partners for Better Housing is seeking a qualified part-time Accountant. This newly created position is made possible by a three-year capacity building grant funded by the Walton Family Foundation. This position will primarily run our accounting functions, in collaboration with our external Bookkeeper. The general responsibilities are as follows:

Responsibilities

- Reconcile and balance accounts on a monthly basis.
- Review quarterly tax reports and payments processed by third party payroll company.
- Review the bi-weekly payroll register and summary as well as yearly W3s, W2s and 1099s.
- Record and maintain documentation of all transactions.
- Prepare monthly financial report for Board of Directors' meeting.
- Process payments to vendors through various online methods.
- Create monthly financial reports from QuickBooks.
- Maintain organization budget in QuickBooks; and
- Ensure all expenses are properly sorted to their correct line items in QuickBooks.

Requirements

- Bachelor's degree.
- Two years of relevant work experience in accounting or bookkeeping.
- Experience with QuickBooks.
- Ability to work well with others.
- Attention to detail; and
- Organizational skills are essential to this position.

Our Team

Partners is proud to be an equal opportunity employer. We believe that diversity of background and perspectives are attributes that make us a stronger organization, more capable of fulfilling our mission. We are working to grow and foster a diverse, highly committed, skilled, and collaborative staff. We do not discriminate against any applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood.

If you are interested in joining our team, please send your cover letter, resume and signed [application](#) to Monique Pierre: Monique@partnersforbetterhousing.org. This position will remain open until filled.