



**POSTION DESCRIPTION
BOOKKEEPER
TWIN PINES HOUSING**

Organization:

Twin Pines Housing (TPH) is a non-profit housing trust that owns, manages and develops affordable housing in the Upper Valley of New Hampshire and Vermont.

Classification: Full-time with benefits.

Responsibilities:

The Bookkeeper is responsible for the tasks related to the day to day financial operations of TPH and its properties including payables, receivables, processing checks, balance sheet reconciliations, tenant accounting and inquiries, and assistance with monthly reporting, budgets, audits and year-end tax forms. Responsible for multiple accounts and companies. More specific responsibilities include:

1. Input the receipt of rental payments into the Property Management software.
2. Input vendor invoices into the Property Management software.
3. Respond to tenant inquiries concerning ledgers.
4. Maintain accounts payable and cash receipt files, both hard copy and scanning technology.
5. Prepare vendor payments for mailing.
6. Prepare payments for return of security deposits to departing tenants.
7. Assist with Forms 1099-MISC at year end.
8. Assist with Forms LC-142 at year end.
9. Assist with quarterly and annual reporting.
10. Assist with the preparation of annual budgets.
11. Assist with the annual financial audit.
12. Provide administrative support for the finance department.
13. Other duties as assigned.

Qualifications:

Three to five years bookkeeping and Microsoft Office. Accounting software experience with Yardi Voyager and Sage 50 preferred.