



Atchison Village Mutual Homes Corporation

270 Curry Street
Richmond, California 94801
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**Position Available – Bookkeeper
Part Time Position Available Immediately!**

JOB DESCRIPTION:

Atchison Village, a 450 unit mutual homes corporation in Richmond California, has an immediate opening for an experienced Part time Book Keeper. This is an experienced, accounting position. This position requires a strong knowledge of QuickBooks Pro 2015, Excel, Condo manager, and Paychex.

Job duties include, but are not limited to:

- Code, post and pay AP invoices
- Reconcile monthly vendor statements
- Prepare 1099s and maintain vendor information
- Calculate timecards
- Maintain employee rate and benefit information
- Report payroll to payroll company
- Post payroll to General Ledger
- Review quarterly tax reporting from Payroll Company
- Prepare AR invoicing and statements, collections
- Deposit and post cash receipts
- Preparation of internal Financial Statements for external review
- Reconciliation of multiple bank accounts
- Posting deposits online
- Cash Flow Management
- Assist General Manager with special accounting projects
- Workers Compensation Reports

Job Requirement:

- Proficient knowledge of the software programs mentioned above
- Perform tasks in an orderly and timely manner
- Skills in communication, problem-solving, can-do attitude
- 2-3 years verifiable experience book keeping
- High school diploma; technical school or college preferred
- Valid California Driver's license and good driving record

Excellent benefits package including vacation plus 12 paid holidays accrued/paid pro rata, sick leave, bi-weekly distribution of paychecks.

Background check will be required.

To Apply:

Please email your resume to avmhjobapps@gmail.com or fax to (510) 234-9072.