



Full Charge Bookkeeper

Capital Access, Inc. welcomes qualified bookkeeping professionals to support the financial management and internal controls of our growing consulting and direct program management business in housing and community development. Candidates with experience in bookkeeping in construction and also with government grants are encouraged to apply.

Established in 1995 and based in Philadelphia, Capital Access integrates policy, project, compliance, construction, and financial management to improve the quality and affordability of housing and economic opportunity for lower-income communities. We provide comprehensive Home Improvement and Energy Retrofit solutions in lower income and energy burdened communities. Please see www.capitalaccessinc.com for more details.

Job Responsibilities

All accounting, timesheet tracking, and payroll is managed in the QuickBooks Online platform. The Bookkeeper reports to the Chief Executive Officer and works closely with the Chief Operating Officer and Contracts Manager.

1. Manages full cycle of company financial accounting and reporting from start to finish.
2. Maintains financial records and ensures compliance with relevant laws and regulations.
3. **Manages Revenue** - invoices, accounts receivable tracking and payment posting.
4. **Processes Payroll** - review of staff and independent contractor timesheets, data entry into QB Payroll system and multi-state payroll tax compliance.
5. **Manages Expenditures** - review of invoices, credit card expense posting, and reconciliation and accounts payable processing.
6. **Reconciles Operating and Project Accounts** - adjusting journal entries with CPA.
7. **Generates Reports** - Financial Performance, Budget-to-Actual and Working Capital.
8. Maintain accuracy of the general ledger and periodic update of Chart of Accounts with Management supervision,
9. Prepares monthly and quarterly tax returns with support of contracted CPA.

Skills and Experience Required

- Expertise in QuickBooks Online accounting, construction, timesheets, and payroll systems,
- Takes joy in organization, efficiency, transparency, and attention to detail,
- Minimum of associate degree in accounting **and** two (2) years of experience in accounting, grants management and/or construction bookkeeping.
- Experience preparing financial report to track profitability and working capital,

Helping communities thrive.

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- Keen eye to identify discrepancies in data and/or communications that require management review and guidance.
- Experience with payment processing and compliance requirements for public funding sources, contracts, and agreements.
- Demonstrated bookkeeping experience, especially in residential construction, real estate, management of public and private funds in housing and community development,
- Proficient with Microsoft Office and related software for communications, coordination, data entry, and document management.
- Communication skills and commitment to contribute to our company mission to *“Do Good and Do Well”* by delivering *“Excellence, On Time with Deep Value.”*

Employment Terms

- This is a remote role that may require travel within the Delaware Valley of Southeastern Pennsylvania.
- This is an Exempt, At-Will professional full-time employee position.
- Compensation is set to align with experience and expertise with performance bonuses.

Capital Access welcomes candidates with the above skills and experience to submit qualifications. We are looking for people who embrace the mission of customer and community service. Bilingual candidates are encouraged to submit qualifications. Please email resume, two references, and letter of interest to recruitment@capitalaccessinc.com.

Capital Access reserves the right to request more information to help evaluate applicant qualifications. Capital Access is an Equal Opportunity Employer of staff and independent contractors for professional services. Candidates will be considered regardless of race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (beyond what is required for successful job performance), membership or non-membership in an employee organization, or any other non-merit factor.

Thank you for your interest in Capital Access.