



3635 Quakerbridge Road, Suite 16, Hamilton, New Jersey 08619  
Phone: 609.393.9922 ~ Fax: 609.586.1919

**Interfaith Caregivers of Greater Mercer County is dedicated to promoting the independence, dignity and wellness of the homebound elderly and people with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.**

**Position:** The agency is seeking a part-time Finance Manager/Bookkeeper. The schedule for the position is two days per week, for a total of 16 hours per week

**Description:** The Finance Manager/Bookkeeper is responsible for all day-to-day financial matters for Interfaith Caregivers of Greater Mercer County (ICGMC). This includes full charge bookkeeping duties, financial reporting, grant budget preparation and reporting, donor tracking and fiscal oversight of fundraising events. This is a **part time** position which reports directly to the Executive Director.

**Key Responsibilities:**

- Record and pay accounts payable
- Process employee payroll
- Make deposits and manage accounts receivables
- Create financial statements and related financial reports
- Reconcile bank accounts and petty cash accounts
- Collect information as needed for the annual audit
- Maintain a coherent system of accounts, with a supporting filing system
- Monitor and account for fixed assets; monitor cash levels
- Maintain and ensure compliance with ICGMC financial policies and procedures
- Manage financial records in accordance with ICGMC records retention policy
- Assist with developing the annual budget
- Assist with development of grant and program budgets
- Assure financial compliance with grant requirements and/or reporting
- Assist with maintenance of ICGMC donor database
- Oversee the financial management and reporting for all fundraising events

**Requirements:**

All candidates should have proven interpersonal skills, knowledge of the issues affecting the elderly and persons with disabilities, and familiarity with community resources. Other qualifications include:

- Bachelor's or Associate's degree in Accounting or related field is preferred.
- 5-7 years' experience in a full charge bookkeeping position
- Extensive hands on experience in QuickBooks accounting software
- Proficiency in MS Office products, with expertise in MS Excel
- Knowledge of nonprofit accounting is highly desirable

**Interested parties should email resume to Linda Gyimoty at [jobs@icgmc.org](mailto:jobs@icgmc.org) or call 609-393-9922 for more information.**

**EOE**

*MISSION: Promote the independence, dignity and wellness of homebound elderly and people with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.*

**[www.ICGMC.org](http://www.ICGMC.org)**