



**Do you have a mind for numbers and want to make a difference in the community?**

Urban Mission has an exciting opportunity for a part-time bookkeeper; flexible work schedule, 20 – 25 hours / week. Requirements include exceptional organizational skills, extensive knowledge of QuickBooks, experience in non-profit accounting and a love for the work of the Mission. Associate's in Accounting or related

field. Responsible for the day-to-day accounting functions, including A/R, A/P, deposits, bank reconciliations, journal entries, quarterly sales tax (from thrift store sales), month-end closing and financial reports.

Send cover letter and resume, including three references to: Urban Mission 247 Factory Street Watertown, NY 13601 or email [dcole@watertownurbanmission.org](mailto:dcole@watertownurbanmission.org). Review of applicants will begin immediately; position will remain open until filled.

Watertown Urban Mission is an EEO/AA employer.