



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Disbursements Bookkeeper

Location: Newport News, Virginia

Component: Finance

Summary/Objective: Skilled disbursements bookkeeper to be responsible for processing Invoices received for payment, and for undertaking the payment of creditors in an accurate, efficient, and timely manner.

Qualifications: Candidates must have an Associate's Degree in a field related to Finance and two years' experience with a demonstrated high degree of accuracy and attention to detail. Proven hands-on experience with spreadsheets and proprietary software strongly encouraged.

Duties Include:

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, and completing the posting process
- Identify obsolete files and financial records for disposition
- Maintain filing system for financial records, correspondence, and memorandums
- Prepare vouchers and checks for disbursements
- Other duties as assigned

Salary: \$29,044 – \$30,634 with benefits. Forty (40) hours per week.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer