



Hampton Roads Community Action Program

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

POSITION ANNOUNCEMENT

Position: Bookkeeper

Location: Newport News, Virginia

Component: Finance

Summary/Objective: Our company is looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Qualifications: Associates Degree in Accounting or related field. Two years' experience working in accounts payable, payroll and payroll reports. Extensive experience with data entry, record keeping and a computer operation. Proficiency in Microsoft Office, Excel. Experience in services related to payroll such as writing checks and submitting payroll taxes.

Responsibilities Include: Balance and maintain accurate ledgers. Match purchase orders with invoices. Coordinate bank deposits and report financial results on a regular basis to management. Tally and enter cash receipts. Pay vendor invoices. Process payroll and prepare payroll tax reports.

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