TurnAround Inc.

Job Description

**Job Title:** Part-time Bookkeeper  
**Department:** Finance  
**Reports to:** Finance Manager  
**Location:** Towson Office

**SUMMARY OF DUTIES:**
Under the supervision of the Finance Manager, the Part-time Bookkeeper will be responsible for recording all deposits received by mail, recording deposits that are received by direct deposit into our checking account, recording PayPal donations, recording Facebook donations, recording all payments for accounts receivable invoices. Take all deposits to the bank in a timely manner.

Classification – Hourly, Non-Exempt

Salary Range: Starting at 18.50 per hour

**Essential Duties and Responsibilities**

Post invoices received via email or USPS. Process checks for payment of invoices in a timely manner.

Post all transactions, attach receipts for all credit card transactions

Post payroll transactions, pay Workers Compensation after each pay. Be the backup person for processing payroll.

Record health care payment allocations.

Responsible for petty cash and gift card disbursements, recording and reconciliation each month.
EDUCATION AND SKILLS
Proficient in MS Office, especially Excel
Data entry skill with knack for numbers
Experience with spreadsheets and accounting software
Attention to detail and accuracy
2+ years of experience

HOURS
20 – 25 hours per week in person. No remote work at this time.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT:
TurnAround, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color religion age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.