



Cincinnati Recycling & Reuse Hub

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Position: Bookkeeper

The Cincinnati Recycling & Reuse Hub (The Hub) is a growing nonprofit looking to add to our team and expand our organizational capacity. Our mission is to revolutionize how people think about “things” and to provide a place where almost anything can be recycled or reused. We are a dedicated group of staff and volunteers who strive to mitigate the effects of climate change by increasing recycling, reuse and landfill diversion rates in the greater Cincinnati area.

About this position: The Hub is seeking a highly organized and trustworthy individual who is devoted to the sustainability mission of our organization. The ideal candidate embraces recycling and reuse and promotes sustainability when they can in their everyday life. The ideal candidate must be able to work in a nontraditional office setting, while maintaining confidentiality and a high level of professionalism.

Description: Work with minimal supervision, maintaining a full range of bookkeeping duties such as:

- Record day-to-day financial transactions in Quickbooks, including creating and sending invoices, entering expenses (against restricted funds when necessary for grant tracking purposes), and tracking Accounts Receivable and Accounts Payable
- Work closely with the Development Coordinator to import donations and other income from our Customer Relationship Management software into Quickbooks
- Reconcile all bank and credit card statements
- Create monthly reports for Finance Committee, Development Committee, and Board meetings
- With the Executive Director and Board Treasurer, create annual budgets and track Year-to-Date Budget vs. Actual Income and Expenses
- Help complete annual tax returns and Ohio charity registrations

Hours: 20 hours per month with potential for more hours as the organization grows. Initially, all hours will be at the Hub until the employee demonstrates the appropriate level of self-management to have the flexibility to work from home, but they will still need to come into the Hub occasionally at that point.

Please note that the Hub is a warehouse space that is kept to 62 degrees in the winter and there is no air conditioning in the summer (we do have industrial fans, though), so you will need to dress accordingly.

Pay Rate: \$21/hour. This position does not have any benefits at this time, but benefits will be added as the number of hours per week increases and as the organization grows.

Reports To:

- Executive Director, working in collaboration with the Board Treasurer and Development Coordinator

Qualifications:

In order to be successful in this role, we believe the ideal candidate will have the following characteristics and experience:

- Solid understanding of basic bookkeeping and accounts payable/receivable principles
- Proven ability to calculate, post, and manage accounting figures and financials for the organization
- Detail-oriented and highly organized to meet deadlines
- Strong verbal and written communication skills
- Ability to work independently and as part of a cross-functional team
- Experience and proficient knowledge of Quickbooks Online bookkeeping software and Salesforce for Nonprofit organizations Customer Relationship Management software
- Minimum 3–5 years' previous bookkeeping experience, including familiarity with:
 - Generating financial reports
 - Accounts Receivable/Accounts Payable
 - Tracking restricted grant income and expenses against restricted grants
 - Microsoft Office (Word, Excel, etc.)
 - Google workspace, including using Google Drives, Calendar, etc.

To Apply:

Submit a cover letter, resume, and contact information for two professional references to executivedirector@cintirrh.org. Applications will be reviewed as they are received and the position will remain open until we identify the best candidate for the job.

The Cincinnati Recycling & Reuse Hub is an equal opportunity employer and we value diversity, equity, and inclusion in all areas of our organization.