



Immediate opening for Bookkeeper

Mission Statement: In collaboration with local partners and all affected by abuse, TTD creates innovative responses and mobilizes our community to promote safety and challenge systems of oppression and violence.

Job Summary: TTD's part-time Bookkeeper performs specific account recording and clerical tasks as prescribed by the Director of Finance. This position is based at TTD's administrative office in Cape Elizabeth, ME. This is a part-time (12 hours/week) hourly position starting at \$15.50 per hour.

Essential Duties & Responsibilities

- a. Cash disbursements: prepare checks using TTD's QuickBooks software program by inputting invoices, printing checks, and preparing to mail.
- b. Cash receipts: prepare and deliver deposits of checks and cash, input electronic cash receipts to QuickBooks software program, and prepare donor acknowledgements.
- c. Reconcile and post bi-weekly payroll.
- d. Maintain spreadsheets of restricted donations and expenditures.
- e. Other duties including mail pick-up and delivery.
- f. Participate in office management and maintenance functions.

Education, Training & Other Qualifications

- a. High school degree and experience with cash disbursements and cash receipts.
- b. QuickBooks and Excel training and experience.
- c. Preference to candidates with experience in E-Tapestry donor database.

To Apply: Send resume, cover letter, and 3 professional references to Through These Doors, PO Box 704, Portland, ME 04104 or email: jobs@throughthesedoors.org by November 30, 2018 at 5pm.

All qualified applicants shall receive consideration for employment without regard to religious creed, race, color, age, gender, national origin, ancestry, physical or mental disability, or sexual orientation. Through These Doors is a nonprofit organization which receives funding from Maine DHHS, MaineHousing, local United Ways, Cumberland County, and your generous donations.