Full-time Bookkeeper/Administrative

Full-time Bookkeeper/Administrative Support needed for busy nonprofit in downtown Baltimore. You will process accounts payable and accounts receivable, handle collections of A/R, process job costing, and assist in month-end and year-end close. You will support administrative needs throughout the organization -- monitoring and tracking the transportation fleet, ordering supplies, and tracking hours worked and assist in processing time for payroll. Filing and covering phones are required. We need your support for 40 hours per week.

You should have excellent attention to detail and advanced Microsoft Excel and Word skills. Quickbooks PRO experience is required. Solid communication skills (written and verbal) and 2+ years experience is required. Qualified candidates should apply with a resume, requested hourly rate, and a summary of experience.

Convenient location and free parking.

Please learn about us and follow the instructions on HOW TO APPLY for this full time position at: http://www.secondchanceinc.org (go to About Us, then Employment Opportunities).

No phone calls, please. Second Chance is an Equal Opportunity Employer.