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**TLC Bookkeeper/ Finance Administrator**

**Location: Position Type/Classification:**

Lawrenceville, NJ Full-time/Exempt

**Reporting to: Compensation:**

Executive Director of Homes by TLC $60,000-65,000/year

**Organization Overview**

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront’s mission is to end homelessness in Central New Jersey by harnessing the caring, resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

**Job Summary/Objective**

The Finance Administrator will oversee and operate the Homes by TLC accounting systems, maintaining accurate records and financial documentation.

**Essential Job Functions/Responsibilities:**

* Analyzes financial reports in relation to current budget and prior year information.
* Audits expenditures, ensuring compliance with the accounting procedures of the organization.
* Balances and reconciles banking accounts; adjusts and corrects daily journal entries.
* Monitors expenditures and prepares monthly financial statements and administrative reports.
* Provides technical support to clerical and professional staff.
* Prepares quarterly and annual statements.
* Supports Executive Director of Homes by TLC
* Payables and Receivables
* Posts activity to accounting system
* Prepare system for annual audit
* Budgeting
* Maintaining of Banks Escrow Progam
* Attends Board of Directors meetings
* Files State Registrations
* Conduct daily banking activities
* Manages rent collection document

**Required Competencies:**

* Excellent verbal and written communication skills.
* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Ability to function well in a high-paced and at times stressful environment.
* Extensive knowledge of accounting concepts and principles.
* Ability to analyze and interpret financial data.
* Filing charities and registration for various states for HF

**Minimal Required Qualifications:**

* Bachelor’s degree in accounting, finance, or business administrations
* Five years’ experience in related field; real estate, non-profit, affordable housing
* Proficient with Microsoft Office Suite
* Proficient in PeachTree/SAGE accounting and financial software

**Physical Demands:**

This is largely a sedentary role, however, ability to lift files, open filing cabinets, bend and stand are necessary.

**Travel:**

* Minimal local travel to meetings may be required

**Other Duties:**

* This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities, and activities may be added or changed at any time.

**Disclaimer:**

* This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*