

# NINETY ONE PLACE

**Job Title:** Bookkeeper

**Reports to:** Finance Director

**Job type:** Part-time (20 hours/week)

**Pay rate:** \$25/ hour

## **Job Description**

91 Place provides a safe space for young adults experiencing homelessness to be, grow, and transform. We offer stable housing and comprehensive support services focused on mental health, therapy, trauma-informed care, education, employment, self-sufficiency, and community connection. We aim to ensure every young adult leaves our program knowing they are loved, capable, and equipped for lasting independence. We are expanding our services to include innovative therapy methods and working to break cycles of generational poverty through opportunities that advance racial and economic justice.

## **Position Overview**

We seek a detail-oriented Bookkeeper who shares our values and mission to join our team. This role supports our young adults by ensuring careful management of the resources that make our programs possible. The Bookkeeper will handle financial tracking, Federal Grant invoicing, medicaid billing, and data collection while demonstrating our core values of authentic integrity and empathetic accountability.

## **Objectives of this Role**

### **Financial Management**

- Review weekly budgets and credit card statements
- Track and manage cash balances
- Organize and maintain the receipt filing system
- Prepare financial documentation for audits
- Monitor and process grant fund tracking

### **Data & Documentation**

- Create consistent collection processes across systems
- Gather and organize grant-related documentation
- Collect and file staff timesheets
- Develop guidance documents for staff
- Prepare financial reports for grants

### **Team Collaboration**

- Participate in staff meetings as needed
- Support staff with financial processes
- Contribute to improving organizational systems
- Maintain clear communication with all departments

### **Required Qualifications**

- 3-5 years experience in financial operations
- Strong attention to detail and organizational skills
- Experience with federal and state reporting
- Excellent written and verbal communication
- Bachelor's degree or equivalent experience
- Commitment to serving young adults with compassion

### **Preferred Qualifications**

- Medicaid billing experience
- Grant reporting experience
- History of process improvement
- Collections operations background

### **Our Commitment**

91 Place is an Equal Opportunity Employer. We value diverse perspectives and experiences and are committed to creating an inclusive workplace where all team members can thrive while serving our mission.

*This position supports our vision of transforming lives through redemptive relationships by ensuring responsible stewardship of resources directly impacting the young adults we serve.*