



POSITION TITLE: **Bookkeeper**

REPORTS TO: Executive Director

SUPERVISES: Volunteers

LOCATION: Manassas, VA

COMPENSATION: \$50,000 annually + benefits

SCHEDULE: Full-time; some nights and weekends required based on events

#### ABOUT US:

House of Mercy is a Catholic 501(c)(3) nonprofit whose mission is to create environments where God's mercy flourishes by meeting basic needs and supporting personal and spiritual growth. Founded in 2005 by a Catholic priest, we serve some of the most underserved populations by feeding, clothing, and praying for anyone who comes through our doors. Through our Thrift Store, Donation Center, and Food Pantry, we offer free food and clothing with no restrictions on geography or background — always with a focus on preserving dignity and serving the whole person.

#### Position Summary:

In accordance with the standards of House of Mercy and in union with the Magisterium of the Catholic Church practices and policies, the **Bookkeeper** plays an important role at House of Mercy. The **Bookkeeper** will oversee and coordinate the financial and administrative duties of House of Mercy along with other key business functions. They will ensure that all processes and all similar components essential to the smooth and effective operation of House of Mercy are carried out in a professional and merciful manor. The **Bookkeeper** will communicate openly, solve problems proactively, offer creative ideas and work as a positive, engaged team member. Flexibility and a cooperative spirit are crucial characteristics of the individual who holds this position.

#### Key Responsibilities:

##### Bookkeeping

- Perform general ledger reconciliation to ensure accurate recording of financial transactions
- Manage accounts payable and accounts receivable processes, including invoice processing, payment tracking, collections, printing checks, collecting staff receipts and tracking mileage and other reimbursements or check requests
- Conduct account analysis to identify discrepancies or errors and take appropriate corrective actions
- Record and submit daily/weekly deposits
- Utilize accounting software to generate financial reports and assist with budgeting

- Collaborate with other departments to ensure financial reporting accuracy, including necessary monthly reconciliations
- Assist HR with running payroll when necessary
- Collaborate with outside Accountant and Auditor for preparation of 990 and Audit
- Pay all taxes and handle communication with the IRS and State and Local authorities

#### **General**

- Perform other duties as assigned

#### **What We're Looking For:**

- Proven experience as a Bookkeeper or in a similar role with proficiency in using accounting software
- Three or more years' experience in QuickBooks Online **required** (certification is a plus)
- Strong knowledge of accounting principles and practices, preferably in Nonprofit Accounting
- Ability to perform account analysis and reconcile discrepancies
- Excellent attention to detail and accuracy in data entry and organizational skills
- Strong interpersonal and communication skills (written and verbal)
- Organizational superpowers — able to juggle schedules, details, and deadlines
- A passion for community service, people development, and inclusion
- Competency in Microsoft Word, Excel, and Email

#### **What We Offer:**

- Full-time salary with benefits (health, dental, paid time off, holidays)
- A collaborative, mission-driven work environment where your contributions are valued
- Opportunities for professional development and growth
- The chance to make a meaningful impact on the community

#### **How to Apply:**

To apply, please submit your resume and references to Renée Murphy, HR Manager, at [rmurphy@houseofmercyva.org](mailto:rmurphy@houseofmercyva.org).

Our hiring process generally follows these steps:

- A 20–30-minute phone screen to ensure we're aligned on the position and compensation. This is also a great opportunity for us to learn about your understanding of our mission.
- An in-person interview that includes a tour of our organization and a meeting with our Executive Director and another member of staff.
- A brief skills test focusing on QuickBooks Online.
- A reference check.
- A final interview with our Executive Director and a member of our external CPA firm.