



Property Management Bookkeeper

Solid Rock Property Management is a growing subsidiary of Central Detroit Christian CDC specializing in affordable housing management in Detroit, MI. Our mission is to instill hope, faith and values while inspiring individuals within the community to reach their highest potential as confident, productive and caring community leaders and citizens through education, employment, economic and affordable housing development.

Bookkeeper Job Responsibilities:

- Maintains records of financial transactions by posting transactions to property management and accounting systems.
- Prepares bank deposits from tenant receipts and posts to the accounting system.
- Classifies and inputs bills for each property into the accounting system.
- Prepares bill payments, contractor checks and other disbursements for signature.
- Maintains historical records by filing all transaction supporting documentation.
- Provides ad hoc reports as requested by the Housing Development Director, Accountant and other members of management.
- Contributes to team effort by accomplishing related results as needed.

Bookkeeper Qualifications / Skills:

- Data Entry Skills
- Attention to Detail
- Confidentiality
- Thoroughness
- Analyzing Information

Education, Experience, and Licensing Requirements:

- Previous bookkeeping or banking experience required
- Associate degree required
- Knowledge of QuickBooks and/or Appfolio software preferred
- Experience in working with nonprofits or property management preferred

Benefits:

Pay is \$20/hr

Part-Time Position (15-25 hrs/week)

Life insurance

Potential for full-time offer

Submit your resume to Central Detroit Christian CDC Attention: Fikre Prince, Executive Director at fprince@centraldetroitchristian.org or via drop off or mail at 1550 Taylor Street, Detroit MI 48206.