



POSITION TITLE: *Mi CASiTA Full Charge Bookkeeper*
SUPERVISOR: *Finance Manager*
STATUS: *Non-Exempt*

About Us

Founded in 1974, cdcb | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdcb is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdcb is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary: Mi CASiTA Full Charge Bookkeeper will compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

Duties and Responsibilities

- Prepare end of month entries and provide monthly financial reports: Balance Sheet and Income Statements.
- Assist with preparation of budgets and maintain a monthly budget to actual comparison report for Senior Staff review.
- Regularly maintain detailed reconciliations of all balance sheet accounts.
- Provide detailed analyses and explanations of all transactions.
- Maintain and monitor accuracy of inventory records.
- Match work orders/purchase orders to invoices.
- Process and pay invoices following terms and conditions and apply discounts if any.
- Calculate cost of good and overhead expenses.
- Keep a comprehensive record of business transactions and enter data from daily work logs into the company's general ledger system and maintaining accuracy.
- Prepare invoices for sales and accounts receivables.
- Work with operations to prepare discrepancy reports.

www.cdcb.org

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901 East Levee Street
Brownsville, Tx 78520

cdcb IS AN EQUAL OPPORTUNITY EMPLOYER

CHARTERED MEMBER



- Prepare documents for accounting department such as checks, invoices, vouchers, accounting statements and other reports and or records.
- Assist Management with tasks conducted within accounting department, or tasks that require accounting personnel to partake.
- Maintain compliance with local, state, and federal financial regulations as well as the Company established regulations.
- Other duties as assigned.

Required Qualifications, Skills, and Experience

- Cost accounting required. ERP System/ Winfosoft a plus.
- Associate in Accounting or bachelor's degree with a minimum of two (2) years of accounting and bookkeeping experience.
- Knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Self-directed and well organized with a demonstrated ability to handle multiple projects and deadlines simultaneously
- Ability to establish program procedures, policies, or guidelines and to relate these to objectives.
- Ability to organize, evaluate, and present information effectively.
- Ability to interpret laws, rules, and regulations with ability to formulate plans, procedures, and controls.
- Ability to maintain favorable public relations.
- Ability to communicate effectively with others- (English and Spanish)

Supervisory Responsibilities

- N/A

Compensation and Benefits

- Base Salary - \$40,000
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdc b.
- Life Insurance
- 401K retirement plan (no match required)
- 11 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: mlopez@cdcb.org

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