

Bourne Housing Authority

Part-Time Bookkeeper

The Bourne Housing Authority seeks an experience part-time bookkeeper, 15-20 hours per week. Duties include all aspects of general bookkeeping including AP, AR, payroll, bank statement reconciliation, bank deposits and online regulatory reporting. The successful candidate must be proficient in Microsoft Office and able to learn housing management software and online systems. Minimum of three years bookkeeping experience required. Subject to criminal background check. Please email resume and cover letter to info@bournehousing.org or mail to Executive Director, Bourne Housing Authority, 871 Shore Road, Pocasset, MA 02559. Position open until filled.

Equal Opportunity Housing and Employment