



SAN ANTONIO FOR GROWTH ON THE EASTSIDE

## VACANCY ANNOUNCEMENT

Bookkeeper (Part Time)

SAGE is a non-profit organization serving as an economic development resource for current business owners and potential new businesses moving into our community. Through partnerships, alliances and resources, SAGE focuses on development that mutually benefits the quality of life for individuals, families, neighborhoods and businesses on San Antonio's Eastside. As advocates for Eastside progress, we believe in a three-legged stool approach: Economic Development, Healthy Neighborhoods and Education. SAGE is the backbone agency for all Eastside Promise Zone revitalization initiatives. In that role we work to give voice to the community by facilitating input into the development of community priorities, increase the capacity of area non-profits, build collaborations and partnerships to address community issues, and seek funding to support these efforts across the community.

### Position Overview

**This is a part-time (20 hours per week) position.** Reporting to the Staff Accountant, the Bookkeeper creates and records financial transactions to include posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The Bookkeeper provide accounting support to SAGE and client organizations at the direction of the Staff Accountant and performs routine bookkeeping functions as assigned. The Bookkeeper offers excellent customer service to internal and external customers.

### Position Requirements

The successful candidate will have a high school diploma; 2 years of experience as a bookkeeper using a computer based software system (years of education may substitute for experience on a 1 to 1 basis); Preference will be given to candidates with a working knowledge of QuickBooks accounting software.

**Interested candidates please submit a resume and cover letter to**

**[wknox@sagesanantonio.org](mailto:wknox@sagesanantonio.org) by August 30, 2018**