

## Job Posting: Bookkeeper & Office Manager (Part Time)



### Huron County Growth Partnership

Huron County Growth Partnership (HCGP) is a non-profit public-private partnership that facilitates business and community growth through economic development and chamber of commerce activities and services. The Growth Partnership aims to grow our community & economy, support businesses, secure resources for our community, and make a name for our community.

### Job Description

HCGP seeking a highly organized, detail-oriented, and proactive individual to join our team as a Part-Time Bookkeeper and Office Manager. This role is crucial for maintaining our financial records accurately and efficiently, while also ensuring the smooth day-to-day operations of our office. The ideal candidate will have strong proficiency in QuickBooks Online and a proven track record in both bookkeeping and office administration.

Huron County Growth Partnership is an umbrella organization, affiliated with several IRS-reporting non-profit affiliates including HCGP Charities, Huron County Development Council, Huron County Land Reutilization Corporation, and Norwalk Area Visitors Bureau. This positions supports all affiliates of the partnership.

### Essential Accountabilities & Day-to-Day Functions

#### *Bookkeeping (85%)*

- Manage all aspects of accounts payable and accounts receivable using QuickBooks Online, including invoicing, bill payments, and deposit reconciliation.
- Perform bank and credit card reconciliations on a regular basis to ensure accuracy.
- Categorize transactions accurately within QuickBooks Online.
- Generate financial reports (Profit & Loss, Balance Sheet, etc.) as needed for management review.
- Maintain organized and accurate financial records, both digital and physical.
- Collaborate with external accountants for year-end closing and tax preparation.
- Monitor cash flow and assist with budget tracking.

#### *Office Management (15%)*

- Manage office supplies inventory, placing orders as needed and within budget.
- Manage HCGP conference room calendar.
- Handle incoming and outgoing mail and packages.
- Process bulk mailing request from HCGP membership base.
- Maintain organized filing systems (digital and physical).
- When in office, answer and direct phone calls, greeting visitors professionally.

### Qualifications

- Proven experience (minimum 3-5 years) in a bookkeeping role.
- **Demonstrated expertise and proficiency in QuickBooks Online is a mandatory requirement.**
- Prior experience in an office management or administrative role.
- Solid understanding of basic accounting principles.
- Highly organized with exceptional attention to detail and accuracy.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Strong communication skills, both written and verbal.

- Ability to work independently with minimal supervision and manage time effectively.
- Proactive, resourceful, and problem-solving attitude.
- Ability to maintain confidentiality of sensitive financial and company information.
- High school diploma required; Associate's or Bachelor's degree in Accounting, Business Administration, or a related field preferred.

**Compensation**

The position is part-time, 20 hours per week, to be completed during the hours of M-F, 8am-4pm at the HCGP office and in accordance with the selected candidate's schedule. The hourly rate is \$24 per hour.

**To Apply**

Interested applicants should email a resume and cover to Executive Director Sarah Ross at [sross@huroncountyohio.com](mailto:sross@huroncountyohio.com). The application opens May 29, 2025, and remains open until the position is filled.

Learn more at [www.huroncountyohio.com](http://www.huroncountyohio.com).