



**Chatham Outreach Alliance**  
**PO Box 1326, 40 Camp Drive**  
**Pittsboro, NC 27312**

Chatham Outreach Alliance (CORA Food Pantry) is hiring a parttime Bookkeeper. To apply, please send a cover letter and resume to [melissa@corafoodpantry.org](mailto:melissa@corafoodpantry.org).

CORA is a non-profit organization that provides food to residents of Chatham County during financial crisis caused by loss of jobs, health conditions, and other personal situations. Founded in 1989, CORA has served the community with kindness, compassion, and dedication to ensure that families in need do not experience hunger. We strive to create a community without hunger.

#### **Position Summary**

The Bookkeeper will work with both the Director of Operations and the Executive Director and will report directly to the Executive Director. The bookkeeper is responsible for all accounting operations using QuickBooks online for A/R, A/P, G/L, benefits management, and financial reporting. The bookkeeper will also work with the Executive Director, Treasurer, and/or Auditor to prepare budgets, financial reports for the board of directors, grant management reports and budgets, and audit preparation documents. The bookkeeper will assist with general administrative and office management tasks as needed.

The Bookkeeper may have the opportunity to work remotely from home and with some flexibility in hours. At least one day per week must be performed in the CORA office.

Must possess excellent written and verbal communication skills and be able to represent CORA professionally. Must be detail-oriented and have strong interpersonal skills to work with diverse groups of people. Excellent customer service, strong work ethic, and organizational skills are necessary. Must be comfortable working independently in a fast-paced environment. A college degree is preferred. Previous experience is required. Experience in a nonprofit setting is a plus. Hiring range is \$22-\$26/hour. Six days of PTO, paid holidays, and floating holidays are offered to all employees.