

Partners for Peace, the domestic violence resource center serving Penobscot and Piscataquis Counties, invites applications for the following position:

Bookkeeper

Partners for Peace is seeking an experienced and detailed-oriented bookkeeper to assist with the daily financial activities of the organization. The Partners for Peace bookkeeper works in collaboration with the Director of Finance and Executive Director to record financial transactions, maintain financial records, complete required tax forms, process payroll, and provide reports to senior leadership. Ideal candidates will have:

- High school diploma or equivalent; degree in business administration, accounting, finance or relevant field experience
- 3+ years of bookkeeping experience (preferably in the non-profit sector)
- 2+ years QuickBooks experience
- Excellent communication and math skills
- Proficiency in Microsoft Office

The Bookkeeper is a part-time 24 hour work-week, non-exempt position with a starting pay of \$18.00-\$20.00 per hour depending on experience and education plus generous benefits. To view the job description, including a list of minimum and preferred qualifications, for this position please click on the following link:

<https://www.partnersforpeaceme.org/about-us/join-the-team/>

Please send your resume and cover letter including your views on domestic abuse to the following address: Hiring Committee, Partners for Peace P.O. Box 653 Bangor, ME 04402-0653 Or Via Email: hiring@partnersforpeaceme.org; Preference will be given to candidates who apply before January 8, 2021. No telephone calls, please. Submissions received without all requested documents will not be considered.

Partners for Peace is funded in part by the State of Maine Department of Health and Human Services and Maine Housing. All qualified applicants shall receive consideration for employment without regard to age, race, color, religious beliefs, sex, gender identity, national origin, ancestry, age, physical or mental disability, or sexual orientation.