



Position Title: Bank Reconciliation Volunteer

Position Description: HSP seeks a detail-oriented volunteer to conduct monthly bank account reconciliations. The volunteer will support the executive leadership's ability to strategize effectively based on a clear and accurate understanding of the organization's assets, liabilities, and cash on hand.

Supervisor: Ruth Carski **Supervisor Phone #:** 410-386-6627

Responsibilities:

- Gather and analyze all necessary documents (bank statements, deposits and withdrawals, etc.)
- Check for discrepancies in deposits and withdrawals, reconcile outstanding deposits
- Document all credit and debit adjustments
- Offer insight into the organization's financial and operational practices
- Recommend solutions to resolve inaccuracies and promote efficiency
- Communicate with supervisor and relevant staff members while preparing reconciliations
- Assist with various ad-hoc duties as required

Qualifications:

- 2-3 years experience in non-profit accounting preferred
- Minimum of Associates Degree in Accounting, Audit, or Business
- A general understanding of bank statements and account activity (deposits, checks, revenue, liability, etc).
- Excellent organizational skills and strong attention to detail
- Prior experience with MIP accounting software a plus
- Willing to furnish relevant work history and professional references upon request
- Excellent verbal and written communication skills.

Hours: 8-10 hours monthly (early to mid month).

Compensation: This is an unpaid volunteer opportunity.

Work Location: 10 Distillery Dr, Westminster MD 21157 (1st floor). Not accessible by public transit. Volunteers must have access to reliable transportation.

Contact: volunteers@hspinc.org