



Job Description – Bookkeeper

JOB TITLE: Bookkeeper

DEPARTMENT: Fiscal

JOB CLASSIFICATION: Full Time, Non-Exempt

HOURS: 35 hours per week

DESCRIPTION: Under the supervision of the Fiscal Director the Bookkeeper will be tasked with maintaining records of all financial transactions of the organization in keeping with all governing laws applicable to Non-Profit Organizations.

JOB RESPONSIBILITIES:

1. Responsible for ensuring that all financial data is properly and timely booked into the accounting software and making adjusting journal entries if necessary
2. Maintain filing system with adequate back up for all financial data recorded in the accounting system
3. Perform reconciliation of all bank accounts as well as other reconciliations of financial records
4. Preparation of audit related schedules and maintenance of all internal financial schedules as required
5. Timely preparation and submission of payment requests in various forms to funding sources
6. Liaise with Donors, Vendors, Funders and Banking personnel as required for fiscal matters, including but not limited to: following up on receivables, providing information on status of payments, providing funders with information as required, and communicating with banks
7. Performs other Fiscal Department related work as required

QUALIFICATIONS:

1. Minimum bookkeeping training certificate with 2 years of bookkeeping or related experience; or substitute training certificate with a total of 4 years of bookkeeping experience
2. Experience with Fund EZ Accounting Software desired



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3. Highly organized with demonstrated attention to detail and timeliness
 4. Excellent oral and written communication skills
 5. Ability to work independently, quick learner, and a team player
 6. Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of a non-profit organization

SALARY RANGE: \$38,000 to \$45,000 per year, commensurate with experience

JOB TYPE: This role is currently temporary, with the potential for permanent placement

TO APPLY:

E-mail resume with cover letter in Word or PDF format to hr@cmpny.org, with Subject “Bookkeeper”. No phone call please