

Bookkeeper Job Description

Reports to: Director of Finance/Controller

Under the direction of the Director of Finance, this position is responsible for performing a variety of bookkeeping and accounting duties including financial record keeping and transactions including A/P, A/R, monthly billing and General Ledger.

Optimal candidate will have advanced experience with Sage 50 accounting software working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with Bronx House's Team and Directors.

Duties and Responsibilities:

- Accounts Payable
 - Enter invoices and obtain W9 forms from vendors
 - Prepare aging schedule
 - Select invoices for payment
 - Issue checks and prepare positive pay file
 - Prepare check register

- Accounts Receivable
 - Reconcile receipt forms to cash and checks
 - Prepare deposits and deliver to bank
 - Record cash/credit card receipts to Excel
 - Review/Post receipts to Sage 50 using correct GL codes

- Miscellaneous
 - Distribute W-2 forms
 - Prepare annual 1099 NEC and 1096 filings
 - Year-end audit
 - Projects as required

Qualifications:

- Proficiency with various accounting software
- Nonprofit experience
- Associate's degree or equivalent with 3-5 years related experience or combination of education and experience.
- Additional proficiencies in Excel and database management.
- Excellent verbal and written communication skills

- Strong organizational, problem-solving and analytical skills: ability to manage priorities and workflow
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Understanding of and commitment to Bronx House's mission.

Pay

\$40,000.00 - \$44,000.00 per year