

JOB DESCRIPTION: FULL SET BOOKKEEPER NETWORK OF RELIGIOUS COMMUNITIES

1272 Delaware Avenue
Buffalo, NY 14209
716-882-4793

DESCRIPTION: The Network of Religious Communities is a non-profit Interfaith organization. They facilitate proactive collaboration among Buffalo and Western New York religious congregations, denominations and organizations. They are Baha'i Buddhist, Christian (Orthodox, Protestant, Roman Catholic), Hindu, Jewish, Muslim, Sikh and Unitarian. The Bookkeeper is responsible for the day to day accounting functions of the organizations, including accounts payable and receivable, records management, and financial reports.

RESPONSIBILITIES: The Full Set Bookkeeper handles all AP and AR functions of the organization. Duties include:

- Recording all checks and making deposits
- Process invoices and pay bills
- Reconcile fund accounts monthly
 - Keep fund balances for programs so they stay within their budgets
 - Prepare financial reports for the NRC and all its programs
 - Take deposits to the bank
 - Assist with annual audit as required
 - Provide invoices for space users when necessary
- Maintain all service contracts and insurances policies so they are up to date
- Provide payroll information to ADP Small Business Services, handle all requests of information for Worker Compensation and other employment benefit audits.
- Process internet reporting, budgeting and various other financial duties related to the Nutrition Outreach grant and any other grants obtained.
- Research and obtain estimates for purchase of office equipment when necessary.
- Maintain inventory of office and building supplies
- Maintain building use calendar
- Maintain records of building security code and keys
- Maintain file of essential Network of Religious Communities documents
- Answer phone when necessary, especially after 2:00 PM

QUALIFICATIONS:

- Experience in AP, AR records management
- Expertise in Quickbooks, Excel and Word
- General computer fluency, including competence in basic office software and ability to learn new computer programs quickly
- Strong communication skills and professional demeanor
- Excellent organizational skills
- Self-motivation and the ability to work independently and with a team.

HOURS: Part-time (24 hours per week, flexible)

COMPENSATION: Qualified Full set Bookkeeper \$15.00 - 18.00/hr (three month probationary period with increase at the end of time)

BENEFITS: Vacation

SUPERVISION: This position reports directly to the Executive Director