

## **Part-Time Accountant**

Accountant will help to ensure that the organization is in compliance with all obligations as established by law or contractual agreement. Responsible for general bookkeeping activities and practices and participate in the review and appraisal of financial procedures and records by performing the following duties:

### **Responsibilities and Duties**

- Assists Senior Director of Finance in entering all computer data entry to generate and review related reports and routine financial statements.
- Deposits checks received and post accurately to customers account in QuickBooks.
- Accounts Payable - enter and ensure all payments are made timely and expenses are recorded to proper account and grant. Should be able to differential between prepaids, accruals and deferred expenses.
- Prepare a listing of accounts payable to be submitted to approval to board liaison and board chair.
- After approval of account payable list by board liaison and board chair, prepares checks and files the paid invoices.
- Maintain petty cash and reconcile monthly.
- Reconcile balance sheet accounts and informs Senior Director of Finance of discrepancies immediately.
- Enters credit card expense charges into QuickBooks and reconciles to monthly credit card statement.
- Fixed Asset/Depreciation Management
- Develops and provides direction for implementation of organization-wide standards and principles that conform to all company policies. Review and monitor company policies and procedures.
- Maintain all related accounting and bookkeeping records and accounting files in a neat and orderly manner.
- Submit unclaimed funds to NYS in a timely manner
- Performs other related duties as assigned.

**Skills:** Demonstrated proficiency in Microsoft Office, Knowledge of federal, non-federal, and state contract guidelines including the OMB Circulars, Grant Provisions, and Grant Regulations is a plus, Oral/Written Communication Skills, Organization and Planning, Analytical Skills, Demonstrates high level of accountability, responsibility, adaptability and dependability, High level of professionalism and work ethics, Interpersonal Skills, Time Management, Budgeting and Fiscal management, Computer Proficiency, Independent Achievement, Multitasking.

**Education/Experience:** Bachelor's Degree in Accounting or equivalent experience. Five or more years accounting experience. Experience in management of federal source contracts. Previous experience working in nonprofit organization. Working knowledge of governmental and non-governmental contract guidelines.

Apply to [tdalka@tscwny.org](mailto:tdalka@tscwny.org). **Submissions must include cover letter and resume.**

\*The Service Collaborative of WNY is an Equal Opportunity Employer\*