

Genesee Cancer Assistance

Notice of Job Opening

Bookkeeping/Office Position

Looking for a qualified person with a general understanding of bookkeeping, computer skills and Quick Books. Must be able to handle, prepare, compute and manage all accounting data in order to provide performance, financial position and cash flow information with strong attention to detail for non-profit organization. Interested candidates should complete the Job Posting Application form ([Click Here](#)) and submit along with copy of their resume to Genesee Cancer Assistance, 127 North Street, Batavia, NY.

Hours: Part Time (12-16 hours) Office Hours 9am-1pm, Monday - Friday

General Office Tasks

- Receiving and making phone calls, greeting visitors, staff and others
- Handling in-coming and out-going mail, maintaining postage/phone logs
- General housekeeping of office
- Shared task of making agenda, taking meeting minutes and sending to board members
- Attend monthly board meetings, take minutes and email meeting notices as needed
- Reports to Executive Director

Bookkeeping Responsibilities

- Managing all bookkeeping operations based on accounting principles
- Maintain files, internal systems and records for bills, insurances, grants, banking and endowment account
- Handle financial transactions and document accounting control procedures-
 - Make deposits, maintaining checkbook balance
 - All data entries for checks payable for patients and bills
 - Process checks from memorials, donations, all events both local and internal
 - Process payroll
 - Maintain files and process payments and accounting for Classy and WePay.
- Prepare and publish monthly financial reports and patient report, sending to the board members
- Keep data back ups
- Complete application process and maintain files for all state insurances, United Way and SEFA yearly
- Maintain correspondence and keep current Non-Profits information, taxes and payroll information-keeping up with financial policies, taxes, regulation and legislation
- Work with Website, MailChimp as needed
- Work with help of the Board of Directors and officers with budget planning, administration of finances, and preparing the annual budget
- Conduct month-end and year-end close process - preparing the Annual Report
- Prepare paperwork for tax review including balance sheet, profit/loss-transport return/from the accountant
- Develop periodic reports for management upon request

Requirements:

- Knowledge of accounting/bookkeeping, finance principles and procedures
- Excellent computer skills and accounting software user in QuickBooks
- Strong attention to detail and confidentiality
- Willingness to actively support our mission