



Schoharie County

Community Action Program, Inc.

Bookkeeper

Full Time w/benefits

Responsibilities: Provide fiscal support to the Finance Director and Executive Director. Prepare biweekly agency payroll, accounts payable functions, and assist with monthly preparation of bank reconciliations, program vouchers, and reports. Collect and deposit cash receipts, journal entries, and maintain the petty cash fund. Assist with overall fiscal management.

Education & Experience: Associates Degree in accounting with two years' experience in nonprofit accounting or High School diploma with five years' experience in nonprofit accounting.

Other: Proficient in Microsoft Office products, excellent written and verbal communication skills, valid NYS driver's license and reliable transportation. Familiarity with Sage accounting software is a plus.

Submit: Cover letter, resume and references postmarked or delivered by February 2, 2021 to:

Schoharie County Community Action Program, Inc.

Attn: Sue deBruijn

795 East Main Street, Suite 5

Cobleskill, NY 12043

admin@sccapinc.org

AA/EOE