

Job Summary

Order Number:

NY1410922

Date Job Order Received:

03/08/2022

Number of Openings:

1

Company Name:

Niagara Community Action Program, Inc

Job Title:

Bookkeeper

Minimum Experience Required:

No experience requirement provided.

Job Description:

Niagara Falls. Bookkeeper. Niagara Community Action Program. FT. M-F. Benefits. Seeking an organized, efficient Bookkeeper with Accounts Payable/Receivable experience. Preferred qualifications include associates degree in accounting OR high school diploma plus 3 years non-profit bookkeeping experience. Must be computer literate and ability to perform record keeping for various funds. Responsibilities include monthly close out of ledgers, post and prepare cash disbursement, purchase order journals, accounts payable and transfer journals, prepare payroll reconciliation, maintain employee attendance, prepare agency disbursement checks, maintain all fiscal files. Friendly, caring working environment with an established not-for-profit agency. Benefits included. Please email resume to sshears@niagaracap.org

Job Location:

Niagara Falls, New York

Pay:

\$27,400.00 - \$30,743.00 Yearly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays

Hours per Week:

35

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Public Transportation is available.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by email:

Email: sshears@niagaracap.org