

Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: **Bookkeeping Assistant**

Reports to: **Director of Financial Operations**

POSITION SUMMARY:

The Bookkeeping Assistant is a part time position responsible for complex administrative tasks and contributing to projects in a busy office setting. This position works independently under the general administrative supervision of the Finance Manager to provide basic accounting tasks and clerical functions and requires a high degree of attention to detail and discretion with sensitive information. A successful candidate is capable of both working independently and in close collaboration with others.

KEY RESPONSIBILITIES:

- Posts day to day financial transactions to accounting software including Accounts Receivable, Accounts Payable and allocation journals.
- Assists with spreadsheets and other reports for financial monitoring and reporting
- Helps maintain complete and accurate financial and vendor records in both physical and digital files.
- Assists with validating accuracy of cash receipts and organizational expenses and reconciling data.
- Supports administration of payroll and employee benefits.

REQUIRED QUALIFICATIONS:

- Financial data entry experience.
- Awareness of Generally Accepted Accounting Principles.
- Demonstrated ability to be detail oriented and work independently.
- Proficient with MS Excel.
- Ability to communicate clearly, both orally and in writing

PREFERRED QUALIFICATIONS:

- Experience using QuickBooks Accounting software.
- Retail sales experience.
- Not-for-profit organization experience.
- Proficient with MS Word and Gmail
- Passion for waste reduction and community

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

Finger Lakes ReUse is a Tompkins County Certified Living Wage Employer and an Equal Opportunity Employer. Compensation range for this part time position, at 20 hours/week, is \$16 - \$18/hr. ReUse offers competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.

ABOUT US:

Finger Lakes ReUse is a charitable non-profit organization with a triple-bottom-line mission to enhance community, economy and environment through reuse. We work to engage diverse representation from the community in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two locations open daily to the public (the ReUse MegaCenter – 2255 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd).

Please email letter of interest and resume to: jobs@fingerlakesreuse.org **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850.

APPLICATION CLOSING DATE: Applications will be accepted until the position is filled.

