

Job Description

Position: Bookkeeper, Part Time

Classification: The Bookkeeper is a regular, part time, non-exempt position and is subject to the provisions of the Fair Labor Standards Act.

Position Type/Schedule: This position is part-time, primarily M-F 9:00 AM - 1:00 PM, 20 hours weekly (40 hours biweekly), overtime not typical.

Salary/Pay Range: \$23.50-\$25.00.

Benefits: Eligible benefits include 10 paid holidays annually, paid vacation and sick time, employee health insurance, dental and vision plan available, retirement plan, life insurance, Employee Assistance Program (EAP), additional benefits after 6-12 months of employment.

Reports to: Finance Director

General Duties and Responsibilities: The Rural Health Network Bookkeeper, under the direction of the Finance Director, maintains multiple accounts across agency programs, including state and federal grants and contracts that require periodic compliance monitoring and strict adherence to government regulations. The Bookkeeper is part of the administrative team that will support-Program Directors with their financial reporting requirements. Applies principles of accounting to record and report financial information by performing the duties detailed below:

Supervisory Responsibilities: none

Specific Responsibilities: The responsibilities of the Bookkeeper include, but are not limited to, the following:

1. Prepares expense authorizations for administrative and shared costs using Jot Form.
2. Manages accounts payables (including credit card purchases), verifies for accuracy, and ensures that expenses and documentation adhere to agency, federal, state and funder policies;
3. Creates positive pay file according to bank specifications;
4. Maintains accounts payable vendors in accounting software and retains W-9 records;
5. Maintains W-9 records and processes 1099 forms;
6. Reviews payroll, imports data into the accounting software, and reviews journal entry once posted;
7. Prepares and posts accrued expenses;

8. Records journal entries for expense allocations;
9. Maintains details on prepaid insurances and verifies account balance to the general ledger;
10. Reviews balance sheet accounts monthly for accuracy;
11. Maintains current inventory, records monthly depreciation journal entry, and updates depreciation schedules as needed;
12. Creates invoices and records grant receivables;
13. Reviews and follows up with payers for outstanding receivables;
14. Verifies and records bank deposits; delivers deposits to bank;
15. Enters changes in investments, bank deposits and electronic fund transfers;
16. Completes monthly bank reconciliations;
17. Assists with the completion of monthly, quarterly, and annual reports;
18. Assists with preparation of budgets and maintenance of budgets in accounting software;
19. Assists with annual audit process, communicating with external auditors and the finance committee of the board of directors as assigned;
20. Completes other financial duties as assigned;
21. Uses computer and standard business applications, such as computerized accounting, email and detailed spreadsheets applications;
22. Serves as a member of the Rural Health Network staff team and seeks ways to continuously improve and support the work of the agency. Seek tangible, effective ways to integrate and apply all Rural Health Network services to provide the maximum benefit to those served.

Work Environment & Conditions:

Location: 455 Court St. in Binghamton. Flexibility to work remotely when needed with supervisor approval.

Physical demands: Position include computer use, sitting, lifting, and driving.

Travel: Position requires minimal travel to make bank deposits and obtain board member signatures.

Qualifications:

Education and Experience: Associates Degree in accounting, finance, or related field and two or more years of relevant experience preferred. Strong organizational and communication skills required, including proficiency in business computing. Experience in nonprofit accounting a plus.

Knowledge and Skills:

- Knowledge and familiarity with GAAP (Generally Accepted Accounting Principles).
- Knowledge and familiarity with 2 CFR 200 regulations preferred.

- Experience with non-profit grants from state, federal, and private funders preferred.
- Experience with accrual accounting.
- Must be detail oriented.
- Proficiency in electronic accounting software system, Microsoft Excel, Gmail, and Microsoft Word.
- Must be able to work independently and as part of a team in a fast-paced work environment.
- Excellent time management skills.
- Extremely efficient, accurate, organized, and dependable.
- Strong critical thinking skills and thoroughness.
- Ability to understand, interpret and apply applicable laws and regulations.

Additional Requirements: All Rural Health Network employees, volunteers, and service members are expected to support the organization's mission, vision, and values. As a community health organization, Rural Health Network follows all CDC guidelines related to COVID-19 and strongly encourages all personnel to remain up to date with vaccinations.

EEO Statement: Rural Health Network provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

How to Apply: If interested, please use the following form to apply:
<https://form.jotform.com/RHNSCNY/rural-health-network-application->