

## REBUILDING CENTRAL NEW YORK

Job Title: Book Keeper – Independent Contractor

Job Summary: The position's primary responsibility is to maintain records of financial transactions for handling the fundamental aspects of Rebuilding CNY's financial recordkeeping, including recording and processing financial transactions, managing accounts payable, reconciling bank statements, mortgage and escrow account transactions, and assisting annual tax reports for the CPA.

Job Duties: The Book Keeper will:

- Prepare financial statements and reports, including the profit and loss statement and balance sheet
- Pay bills and maintain ledgers
- Provide accountant with tax return information.
- Verify bank deposits and receipts of money.
- Reconcile bank accounts
- Conduct invoice activities and pay vendors
- Generate 1099's
- Prepare appropriate schedules and reports as requested by President/CEO

Reports to: President/C.E.O.

Requirements:

- Proficient in Quick Books and GAAP Standards
- Exhibit accuracy and excellent record-keeping when handling financial transactions.
- Must possess the ability to plan, organize and handle multiple functions simultaneously & communicate clearly and courteously, both verbally and in writing.
- Maintain Confidentiality

Weekly/Monthly This is a paid - 1099 position

Screening for this position may include: Credit Check, Criminal Background Check and Drug Screen.