

Job Announcement

Bookkeeper

Experience:

Thorough knowledge of bookkeeping through general ledger. Knowledge of Excel, Microsoft Word and some accounting software.

Responsibilities:

Receiving, posting and depositing of weekly receivables; Scanning of data into shared drive via DocLinks program of daily invoices and supportive fiscal data; Review of quarterly reports; Processing of payroll; Maintenance of all vendor data and files; Enter all employee data including changes into payroll program; Forwards all fiscal and payroll data to finance division on weekly basis; Answers all inquiries in regards to A/P and A/R.

Education Requirements:

Minimum Associate Degree and at least three years of prior experience in non-profit bookkeeping.

This is a part time position, 21 hours per week.

The **Jamaica Service for Older Adults, Inc., (JSPOA)**, is a human service agency servicing elders and their families. The Bookkeeper, reports to the Associate Executive Director and is responsible for the daily fiscal operations. This is a DFTA funded program designed to provide quality services to all eligible senior clients.

Please forward resume with salary requirements to: employment@jspoa.org

Or Fax to Attention: Human Resources: 718-657-6756