

August 3, 2011

## **Bookkeeper – General Ledger**

We have an immediate opening at the downtown office of the Buffalo Urban League for a Bookkeeper. This position reports to the CFO, and is responsible for assisting the Staff Accountant with the recording, analyzing, and reporting of all agency transactions. Specific duties include, but are not limited to: preparing journal entries, account reconciliations, invoicing and receivables, preparing expenditure reports to funding sources, assisting with annual audit preparation, and other duties and projects as needed. This position also serves as a backup to the Payroll, Accounts Payable and Cash Receipts functions.

The qualified candidate for this position must have functional knowledge of accounting / bookkeeping. Must have working knowledge of Microsoft Excel, Word, and Access – Knowledge of Fund EZ accounting software or ADP Payroll is a plus.

The successful applicant must be a self-starter and have the ability to work efficiently in a dynamic and fast paced environment. Good problem solving and analytical skills are required, along with a positive attitude and the ability to work collaboratively in a diverse team environment. Good written and oral communication skills are also a must.

Minimum requirements include an AOS in Accounting or 1 year related experience. Not-for-profit experience is preferred.

Resumes and cover letters can be sent in confidence to:

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