

Job Posting

Position Title: Bookkeeper/Accountant/Fiscal Assistant

Agency: Community Action Partnership

Classification: Non Exempt

Agency:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

JOB SUMMARY:

Bookkeeper/Accountant/Fiscal Assistant sought for busy nonprofit agency business office. This position requires knowledge of bookkeeping, payroll processing, accounts payable, accounts receivable, data entry and account reconciliations. The individual in this position will work as part of a team and assist the fiscal manager with other daily functions and responsibilities as assigned.

QUALIFICATION AND SKILLS:

- Bachelor's Degree in Accounting or related business field and two years' experience or Associate's Degree in business or related field and five years' experience.
- Knowledge of bookkeeping, accounts receivable, accounts payable.
- Personal computer experience using computerized accounting software. Microsoft Word and Excel software.
- Computerized payroll processing such as ADP or Paychex preferred.
- Ability to work with staff and all segments of the community.
- Ability to maintain confidentiality of all information.
- Valid driver's license and own transportation.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AEE.