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[www.ActionforOlderPersons.org](http://www.ActionforOlderPersons.org)

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**Job Title: Accounting Associate**

**Hours:** Part-Time, 15 hours/week, very flexible

**Salary:** \$18-20/hour

**Agency Information:** [www.ActionforOlderpersons.org](http://www.ActionforOlderpersons.org)

**Position:** Reporting to the Executive Director, the Accounting Associate of Action for Older Persons, Inc. (AOP) is responsible for managing all aspects of agency finances and accounting functions such as developing and monitoring grants and budgets, payment of bills, preparing fiscal claims to funders, and furnishing regular financial statements and reports. Additionally, the Accounting Associate will assist the Executive Director with general administrative tasks.

**Responsibilities:**

- Manages all aspects of agency finances utilizing Quickbooks software
- Plans and develops annual agency budget in conjunction with the Executive Director
- Develops the fiscal section of multiple new or renewable program grants
- Tracks grant budgets and expenditures, performing modifications as necessary
- Prepares fiscal reports for funders and Board of Directors
- Processes payments of bills and reconciles expenses against multiple grants
- Prepares and compiles expenditure claims, reports, and invoices for multiple grantors
- Reconciles bank statements and accounts monthly
- Track accounts payable and receivable data on an ongoing basis
- Receives cash payments, issues receipts
- Tracks staff timesheets and completes bi-weekly payroll through ADP
- Performs cost and budget analyses and other accounting tasks to aid in program efficiency and effectiveness
- Prepares various payroll-related reports and documents such as W-2's
- Prepare various federal and state filings including quarterly court and tax reports
- Work with a third-party accounting firm to produce annual financial statements
- Assist with the maintenance and archival of program reports and related data

- Ensure compliance with annual requirements for the distribution of information related to POP 125 plans, health insurance, and IRA accounts
- Assist with the analysis and selection of business insurance policies
- Maintain vendor and customer files
- Assists with responding to special grantor requests for information
- Reviews and establishes best-practice processes and efficiencies for internal financial systems
- Develops, implements, oversees and revises accounting systems and procedures to provide complete and accurate accounting for an agency's financial transactions, including internal monitoring tools and audit controls to ensure compliance with Federal, State and local fiscal requirements.

**Qualifications:**

- Two years of professional accounting or bookkeeping experience
- Perform a broad range of complex financial, accounting and administrative responsibilities
- Proficient in Quickbooks for Non-Profits, Excel, and Microsoft Office Suite products
- Experience applying accounting principles including GAAP and auditing standards
- Ability to manage dynamic grant streams with overlapping timelines
- Experience maintaining general ledgers
- Experience with financial analysis

**Preferred Qualifications:**

- Certificate or Degree in Accounting or related field
- Experience managing funding from local, state, and federal sources

**Special Instructions to Applicants:**

Apply on Indeed.com or send a cover letter, resume, and three professional references to [rsmolinsky@actionforolderpersons.org](mailto:rsmolinsky@actionforolderpersons.org)

Action for Older Persons, Inc. is an equal opportunity employer. It is the Agency's policy to support the principles of equal employment opportunity for all people without regard to race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran status, handicap or residence in compliance with local and federal laws.