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Phone: 607.722.1251 ♦ Fax: 607.722.1293 ♦ Website: [www.ActionforOlderPersons.org](http://www.ActionforOlderPersons.org)

**Job Title: Part-time Bookkeeper**

**Hours:** Part-Time, 20-30 hours/week (flexible)

**Salary:** \$20-22/hour

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

We are seeking a dedicated and detail-oriented Part-time Bookkeeper to join our dynamic team. In this role, you will be responsible for maintaining accurate financial records, managing accounts payable and receivable, processing payroll, reconciling bank statements, and ensuring compliance with accounting standards. This position offers an excellent opportunity to apply your expertise in various accounting software and financial concepts while supporting the financial health of our organization. The ideal candidate will be proactive, organized, and passionate about delivering precise financial data to facilitate informed decision-making.

**Position:** Reporting to the Executive Director, the position provides support for financial functions of Action for Older Persons (AOP) (85%) and secondarily (15%) assists the Executive Director with administrative tasks.

**Core Responsibilities:**

- Using QuickBooks:
  - a. Processes accounts payable
  - b. Reconciles vendor statements
  - c. Classifies program expenses in the General Ledger
- Reconciles bank statements on a monthly basis.
- Processes bi-weekly payroll through ADP.
- Prepares fiscal reports (quarterly) for funders and Board of Directors. These reports track grant progress, accounts receivable aging along with comparative financial statements.
- Supports the development of annual agency budget in conjunction with the Executive Director.
- Working with the Executive Director prepares and compiles expenditure claims/vouchers, reports, and invoices for multiple grantors.
- Prepares various year end vendor requirements (1099's).
- Works with a third-party accounting firm and the Executive Director to produce annual financial statements.
- Ensures compliance with annual requirements for the distribution of information related to POP 125 plans, health insurance, and IRA accounts.
- On-boards new employees.

**Qualifications:**

- Minimum of two years working in the accounting field.
- Proficiency in using accounting software such as QuickBooks and Excel
- Solid understanding of financial concepts including debits & credits, journal entries, and general ledger management
- Knowledge of nonprofit accounting practices a plus
- Excellent attention to detail and ability to perform analysis efficiently

- Familiarity with payroll processing, tax experience, and budget management is a plus
- Strong organizational skills with the ability to prioritize tasks

**Benefits:** Personal and vacation time begins on date of hire with paid holidays throughout the year. SIMPLE IRA with employer match of up to 3%.

**Application Information:** Applicants must submit a current resume by email to Jessie Stone He, Executive Director – [jstonehe@actionforolderpersons.org](mailto:jstonehe@actionforolderpersons.org).

Join us in a role where your expertise will directly impact our agency's financial integrity and ability to serve the needs of our gaining population! We value precision, enthusiasm for numbers, and a proactive approach to bookkeeping. This is a fantastic opportunity for those looking to contribute their skills in a flexible part-time capacity while supporting meaningful work in our community.

**Agency Information:** The mission of AOP is to empower individuals and families by providing unbiased information about health insurance options; advocacy; and education to promote quality of life.