

**Job Description**  
**BOOKKEEPER (PART-TIME)**

The Community Health Care Association of New York State (CHCANYS) is a not-for-profit statewide membership association of federally qualified health centers (FQHCs) serving community, homeless, and migrant populations. CHCANYS is a dynamic, team-oriented association, and provides support and technical assistance to FQHCs and other safety-net primary care providers across New York State. CHCANYS has offices in New York City and Albany.

**POSITION SUMMARY:**

Working under the supervision of the Accounting Manager, the bookkeeper is responsible for the day-to-day operation and maintenance of the financial records (general ledger). This position is part-time (21 hours per week) and is based in the New York City office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Conducts all duties associated with bi-weekly accounts payable including: interacting with staff and vendors; processing invoices; expense coding; and data entry.
- Conducts all duties associated with accounts receivable including: preparing and submitting vouchers to city and state agencies and private funders; performing bank deposits; and tracking and following up on all accounts receivables.
- Conducts all duties associated with bi-weekly payroll, including inputting data to Paychex.
- Performs monthly bank reconciliations for CHCANYS bank accounts.
- Performs AMEX credit card reconciliations.
- Processes cash disbursements and assists in cash management.
- Assists in gathering required documents as backup to vouchers.
- Assists in 1099 preparation.
- Assists with preparing annual audit schedules.
- Assists with any government audit that may occur.
- Gathers all necessary financial reporting to federal, city and state agencies, as needed.
- Performs special projects and duties as assigned.

**REPORTS TO:** Accounting Manager

**SUPERVISES:** NA

**KEY ORGANIZATIONAL RELATIONSHIPS:**

This position works in close collaboration with:

- CHCANYS Leadership Team and Staff
- CHCANYS Members

**MINIMUM REQUIREMENTS:**

- Accounting degree (or an equivalent degree) with at least three years' accounting operations experience preferably with a nonprofit organization
- Good knowledge of standard accounting practices.
- Knowledge of QuickBooks and Microsoft Word and Excel are required.
- Must possess a keen attention to detail and a commitment to high quality work.
- Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines.
- Solid communication (both verbal and written) skills.
- Ability to maintain strict confidentiality and communicate in a professional manner with CHCANYS staff, funders and vendors.
- Ability to deal effectively with a variety of people and work in a team environment.
- Interest in community/primary healthcare a plus.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The physical requirements and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. Though work is normally performed in an office setting, this person must have the ability to travel as required to work with staff.

**CATEGORY:** Part-Time, Exempt

**OFFICE LOCATION:** New York

**JOB DESCRIPTION EFFECTIVE DATE:** April 26, 2011

Community Health Care Association of New York State provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran or any other characteristic protected by law. CHCANYS

complies with all applicable federal, state, and local laws, regulations and ordinances prohibiting employment discrimination.

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