

<b>Job Title:</b>	Fiscal Administrator TEMP	<b>Department:</b>	Admin
<b>Office Location:</b>	2495 Main Street, Suite 438 Buffalo, NY 14214	<b>Position Type:</b>	Part Time Temporary (6 Months) \$19.25-\$24.04/hr 24-28 hours/week
<b>Date Posted:</b>	9/7/2021	<b>Posting Expires:</b>	Until filled
<b>Applications Accepted By:</b>			
<b>E-MAIL: <a href="mailto:JOBS@WNYCOSH.ORG">JOBS@WNYCOSH.ORG</a></b> <b>Attention: Position Inquiry Re: Fiscal Admin (TEMP)</b> Please include cover letter, resume, and 3 references. Incomplete applications will not be considered.		<b>MAIL:</b> WNYCOSH 2495 Main Street, Suite 438 Buffalo, New York 14214	
<b>Job Description</b>			
<p><b>ORGANIZATION EXPECTATIONS</b>          Expectations for employees include:</p> <ul style="list-style-type: none"> <li>• Commitment to the OSH movement, social justice, worker justice, and WNYCOSH mission.</li> <li>• Ability to think creatively, strategically, and solve problems.</li> <li>• Willingness to write grants, advocate for workers, take out the trash, and clean the office all in the same shift.</li> <li>• Comfortable working with multi-cultural, multi-ethnic, multi-lingual worker populations.</li> </ul> <p><b>POSITION PURPOSE</b>          The Part-Time Temporary Bookkeeper (6 Months) is primarily responsible for maintaining the company's general ledger, which entails recording daily transactions, including all receipts, deposits, and disbursements, preparing the month-end close out, and assisting in preparation of financial statements and completing reimbursement vouchers on a monthly basis for all funding sources.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Update and maintain general ledger on QuickBooks Online</li> <li>• Update and provide weekly cash position reports</li> <li>• Meet weekly with the Executive Director</li> <li>• Call in and enter weekly payroll using QuickBooks Online</li> <li>• Complete month-end close</li> <li>• Performance of bank and balance sheet reconciliations</li> <li>• Preparation of monthly financial reports for the Board of Directors and, as requested, attend Board of Directors meetings</li> <li>• Support the Executive Director and board representatives with annual budget preparation</li> <li>• Coordinate with outside auditors and staff to prepare for the annual audit, including preparation and review of financial statements, schedules, related documents, and tax return on Form 990</li> <li>• Assist Executive Director in coordination and execution of Fall fundraiser</li> <li>• Perform special projects and tasks, as needed</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in accounting, finance, or related field plus 4 years' experience OR high school diploma and 8 years' experience</li> <li>• Experience will include bookkeeping or accounting role, preferably in a non-profit environment; thorough understanding of U.S. generally accepted accounting principles (GAAP) and related procedures</li> <li>• Internal or external auditing and tax experience</li> <li>• Advanced Excel skills (v-lookup, pivot tables, filters)</li> <li>• Advanced skills with QuickBooks Online</li> <li>• Experience with online banking and payment platforms</li> <li>• Experience with Microsoft Office Suite</li> <li>• Strong mathematics skills</li> <li>• Highly organized with a keen attention to detail</li> <li>• Strong written and oral communications skills</li> <li>• Knowledge, experience, and an interest in workplace safety and health, and workers' rights</li> <li>• Documentation of full COVID-19 vaccination and willingness to comply with health and safety protocols</li> </ul>			