Job Title: Fiscal Administrator TEMP

Office Location: 2495 Main Street, Suite 438
Buffalo, NY 14214

Position Type: Part Time Temporary (6 Months) $19.25-$24.04/hr 24-28 hours/week

Date Posted: 9/7/2021
Posting Expires: Until filled

Applications Accepted By:

E-MAIL: JOBS@WNYCOSH.ORG
Attention: Position Inquiry Re: Fiscal Admin (TEMP)
Please include cover letter, resume, and 3 references. Incomplete applications will not be considered.

MAIL:
WNYCOSH
2495 Main Street, Suite 438
Buffalo, New York 14214

Job Description

ORGANIZATION EXPECTATIONS
Expectations for employees include:
- Commitment to the OSH movement, social justice, worker justice, and WNYCOSH mission.
- Ability to think creatively, strategically, and solve problems.
- Willingness to write grants, advocate for workers, take out the trash, and clean the office all in the same shift.
- Comfortable working with multi-cultural, multi-ethnic, multi-lingual worker populations.

POSITION PURPOSE
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.

ROLE AND RESPONSIBILITIES
- Update and maintain general ledger on QuickBooks Online
- Update and provide weekly cash position reports
- Meet weekly with the Executive Director
- Call in and enter weekly payroll using QuickBooks Online
- Complete month-end close
- Performance of bank and balance sheet reconciliations
- Preparation of monthly financial reports for the Board of Directors and, as requested, attend Board of Directors meetings
- Support the Executive Director and board representatives with annual budget preparation
- 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
- Assist Executive Director in coordination and execution of Fall fundraiser
- Perform special projects and tasks, as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Bachelor’s degree in accounting, finance, or related field plus 4 years’ experience OR high school diploma and 8 years’ experience
- 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
- Internal or external auditing and tax experience
- Advanced Excel skills (v-lookup, pivot tables, filters)
- Advanced skills with QuickBooks Online
- Experience with online banking and payment platforms
- Experience with Microsoft Office Suite
- Strong mathematics skills
- Highly organized with a keen attention to detail
- Strong written and oral communications skills
- Knowledge, experience, and an interest in workplace safety and health, and workers’ rights
- Documentation of full COVID-19 vaccination and willingness to comply with health and safety protocols