

## **Assistant Bookkeeper**

The Yonkers Community Action Program is a vital community resource for the City of Yonkers in Westchester County, N.Y. Our mission is to reduce poverty in the Yonkers community by providing programs and services that encourage financial independence, academic performance, insure proper sustenance and provide healthy recreational activities. We believe here at YCAP that we positively influence the Yonkers Community and its citizens. By helping others we are a meaningful component to the surrounding community.

Our finance department is the backbone of the organization insuring that we have the financial resources necessary to operate. This newly created position will support the Fiscal Director in the day to day administration of the department. Responsibilities include but are not limited to:

- Providing clerical support to the director including, filing, copying, data input and other tasks as necessary;
- Bank reconciliations;
- Prepare deposits and take to bank;
- Assist in the processing of staff payroll;
- Processing of invoices and accounts payable;
- Assist in the preparation of the audit and any other financial reports;
- Assist as directed to maintain accurate financial data and
- Other duties as required.

### **Qualifications**

- College coursework in accounting or high school diploma AND prior experience working as a bookkeeper;
- Experience with accounting software (FUND EZ);
- Interest in the financial management of a non-profit organization;
- Ability to be precise, work under timelines (when applicable) and detail oriented;
- Flexibility, with the ability to adapt to changing circumstances

This is a part-time position of generally 15-20 hours per week. This position is funded through funds obtained through the American Recovery and Reinvestment Act and as such may be terminated on Sept. 30<sup>th</sup> 2010 depending on available funds.

To apply, please send resume and cover letter to [damyn@yonkerscap.org](mailto:damyn@yonkerscap.org) or fax to 914-423-5938.