

Albany Cemetery Association (ACA)

Available Position - Part-Time Bookkeeper

ACA owns and manages Albany Rural Cemetery (ARC) and is seeking an experienced part-time Bookkeeper who is experienced with accounting principles and QuickBooks.

Overview

ACA is a non-profit 501(c)(13) tax-exempt corporation founded in 1841. ARC consists of 467 acres and employs between 15-30 persons, including a small office staff, grounds and crematory staff, and seasonal employees. This is a part-time position that is about 12 to 16 hours per week and reports to the General Manager. This is a flexible position in terms of days and hours, although payroll must be completed on Tuesday.

Duties and Responsibilities

The Bookkeeper's main responsibilities are to ensure the accuracy of ACA's books and to produce financial reports for the General Manager and Treasurer to assist both the General Manager in fulfilling his or her responsibilities for overseeing ARC operations and the Board of Trustees to fulfill their fiduciary oversight responsibilities. Ongoing duties include working with office staff on payroll, accounts payable, and accounts receivable, including creating invoices and monthly financial statements, processing weekly payrolls with ACA's outside contractor, and performing all monthly reconciliations. The Bookkeeper will also administer benefits such as health and dental insurance and retirement plans. In addition, the Bookkeeper will liaise with the ACA accounting firm on the annual audit review and assist in the preparation and filing of tax returns, forms related to retirement accounts, and other required annual reports by New York State governmental entities, such as the Division of Cemeteries.

Qualifications

The Bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience. Preferred candidates will have at least three years of bookkeeping experience. The candidate must possess a knowledge of bookkeeping and generally accepted accounting principles, non-profit experience a plus. The preferred candidate will have QuickBooks experience administering benefits with a good working knowledge of QuickBooks Online a plus. The Bookkeeper candidate will be expected to work independently and in a small office environment.

Salary Range: \$22-\$28/per hour, depending on experience.

How To Apply

Please send your resume and a cover letter indicating your interest to:

Recruitment@albanyruralcemetery.org