

Resource Center for Accessible Living (RCAL) is seeking a part time bookkeeper with the opportunity for full time employment in the future. Excellent organization skills and fluency in QuickBooks and Excel required. Experience with fund accounting, accounts payable, HR administration and Medicaid billing preferred. Mail resumes to RCAL, 727 Ulster Ave, Kingston 12401 EOE

RESPONSIBILITIES:

1. Prepare agency checks for signature
2. Prepare bank deposits and allocate funds
3. Prepare "fee for service" billing as required
4. Prepare required vouchering to funding sources
5. Provide assistance with agency budget preparation
6. Responsible for employee benefits enrollment
7. Reclassify income and expenses as per funding sources and prepare/create needed reports.
8. Other duties as specified by the Executive Director, Assistant Ex Dir., and Fiscal Administrator

UNIVERSAL COMPETENCIES:

1. Outstanding organizational and interpersonal skills.
2. Ability to network with other community services and resources.
3. Outstanding interpersonal, problem-solving, writing, and public speaking skills
4. Consistently maintains a positive attitude towards co-workers, colleagues, service providers, visitors, consumers and their families/informal supports in order to promote a team atmosphere.
5. Exercise professionalism regarding respect, sensitivity and compassion to all people.
6. Continue to develop skills in order to enhance quality of agency performance and quality of service provision to consumers with improved efficiency.
7. Maintain confidentiality at all times when interacting with co-workers, visitors, consumers and their families. Treat all consumer material as confidential.
8. Follow policies and procedures according to agency guidelines.
9. Initiate quality/productivity improvements showing a commitment to excellence.
10. Seek feedback and suggestions that would improve personal and /or agency performance (e.g., accept constructive criticism and suggestions).
11. Demonstrate the flexibility and willingness necessary to meet the challenges of service coordination.