



*Employment Opportunities
Helping People. Changing Lives.*

Title: Bookkeeper
Reports to: Fiscal Director
Designation: Regular/Full-time/Part Year – 35 hours per week – 52 weeks per year
Location: 540 Columbia Street, Hudson, NY

COI is looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements. The ideal candidate for this position is proficient in typical office software, a skilled multi-tasker, pays attention to detail, is reliable and is committed to consistently meeting deadlines.

Responsibilities include:

- Processing of accounts payable using a computerized accounting software
- Ensure payment request paperwork is completed and coded appropriately
- Processing accounts payable checks, filing vouchers and mailing payments
- Monthly reconciliation of vendor statements
- Maintenance of vendor files – including auditing and archiving
- Posting general journal entries into the computerized accounting system, as requested
- Organizing and filing deposit receipts as invoices are paid
- Reconciling cash receipts and deposits
- Analyzing financial records for accuracy
- Assisting with payroll as needed
- Attend trainings, workshops and activities, as requested

Preferred education and experience: An Associates' degree in accounting, business, finance or a related field with 2 years finance experience. Expertise in non-profit accounting and reporting is a plus is desirable.

A clean and valid NYS Driver's License is required. Following an offer of employment, all candidates for employment are subject to a criminal background check.

COI provides a competitive wage and excellent benefits for full-time employees including: professional development opportunities, employee health, dental, & vision insurance with employer contribution; flexible spending account; 100% employer paid life insurance; 401(k) plan; up to 12 paid holidays, generous annual, sick, personal leave benefits and Employee Assistance Program.

**Submit cover letter and resume to:
Gail Paone at Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534
Or by email - humanresources@columbiaopportunities.org**

COI is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic characteristics, marital status, military service/leave, or arrest/conviction record consistent with applicable federal, state, or local laws.