

# HOT JOBS

## Bookkeeper \*New Hope Community \* Loch Sheldrake, NY

**Overview:** New Hope Community is seeking a FT Bookkeeper.

**Skills/Qualifications:**

Experience in payroll desired.

Must be able to accurately maintain financial records, prepare, enter and analyze financial data. Computer skills including the ability to prepare spreadsheets, word processing and e-mail are essential to this position.

Prepares general ledger entries by maintaining records and files; reconciles general ledger accounts

Prepares monthly bank reconciliations

Prepares and analyzes monthly and quarterly reports and schedules

Assists in preparation and review of financial statements

**Requirements:**

The position requires a minimum AS Degree in Accounting and/or minimum of 2 years of experience in the accounting field.

Effective verbal and written communication skills.

Occasional bending and squatting

Potential for exposure to blood and bodily fluids

Prolonged sitting

Frequent computer work

**Apply:** <http://www.newhopecommunity.org>