



Southwestern Community Services

People helping people in Cheshire and Sullivan Counties since 1965

Position title: Agency Bookkeeper (updated 3/2023)

Reports to: Deputy Fiscal Director - Agency

Classification: Non-Exempt

Job Summary:

Responsible for cash management, accounts receivable and accounts payable for all activities within SCS Agency. Including scanning invoices, data entry, daily deposits, and general ledger posting.

Essential Functions:

- Receives and prepares invoices, scans and enters into Papersave for approvals
- Problem solves any issues within Papersave and works with other fiscal staff to ensure easy AP processing
- Receives/records regular billings for entry in AR and manages aging of AR
- Collects/prepares daily deposits and posts within AR Module or with journal entry
- Maintains daily cash balances and reports and transfers as requested
- Prepares Positive Pays as requested
- Backup for Housing Bookkeeper when necessary
- Other duties as assigned

Competencies:

- Logical Thinking
- Attention to Detail
- Managing Multiple Priorities
- Teamwork/Collaboration
- Effective Communication
- Quality Driven
- Independent

Desired Qualifications:

- 2 Years bookkeeping experience required
- HS Diploma or equivalent required; Associates degree in business/accounting preferred
- Microsoft Office experience required (Excel, Outlook and Word)
- Reliable vehicle with proof of vehicle insurance required
- Satisfactory background check
- Proof of Covid19 Vaccination or acceptable Waiver