

Job Posting: Accounting Associate

Overview: The Accounting Associate performs day-to day accounting functions for the agency in accordance with acceptable accounting and cost reimbursement principles relating to nonprofit operations. They support the finance team by ensuring all bookkeeping functions are processed in a timely and accurate manner. Key responsibilities include, but are not limited to, accounts payable, accounts receivable, and general ledger management. The Accounting Associate demonstrates a strong understanding of analysis by applying knowledge, anticipating issues, and demonstrating ownership of assigned tasks and processes.

Status: Full Time (37.50 hours), Hourly, Benefit Eligible. **Reports to:** Associate Executive Director, Operations

Salary Range: \$25-\$27/hour

Qualifications

1. Associate degree in accounting or business required. Bachelor's degree preferred. Equivalent accounting experience may be substituted for degree requirement.
2. Minimum two or more years' experience in accounting with preference to candidates with non-profit experience.
3. Knowledge of accounting practices, procedures, and generally accepted accounting principles.
4. Proficiency in Microsoft Office applications.
5. Fund EZ Accounting Software knowledge preferred.
6. Demonstrated effective communication and problem-solving skills.
7. Exceptional attention to detail a must.

Responsibilities

1. Reviews all invoices for appropriate documentation and approval prior to payment.
2. Matches, codes, and enters invoices into accounting system.
3. Prints and obtains signatures on all accounts payable checks.
4. Research and promptly respond to all vendor inquiries.
5. Maintains all accounts payable and receivable reports and spreadsheets.
6. Prepares analyses and reconciliations of general ledger accounts.
7. Monthly reconciliations of bank and credit card accounts.
8. Completion of a minimum of 24 hours of annual training.
9. Fully engage in self-care to promote physical, emotional, and spiritual well-being.
10. Fully support and grow the Damien Center Pharmacy Program and work to support members in reducing barriers to help each person achieve durable HIV Viral Load Suppression.
11. Support and participate in a culture of philanthropy by recognizing that fundraising efforts—including donor relations and organizational agency communication—include all staff and is essential to carry out the work and mission of the organization. Assist in fundraising efforts as requested by supervisor.
12. Other duties as assigned.

Albany Damien Center

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www.AlbanyDamienCenter.org

The Albany Damien Center's mission is to enhance the lives of people affected by HIV/AIDS in an affirming environment and to reduce new infections in the communities we serve. **Our vision** is a community where people with HIV/AIDS achieve their desired potential and are respected as coworkers, neighbors, and friends, while striving for an HIV free generation.

The Albany Damien Center is committed to building a culturally diverse staff and strongly encourages applications from minority candidates, women, persons from our LGBTQ community, persons living with HIV/AIDS, and persons formerly homeless.

To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references to careers@albanydamiencenter.org.

COVID-19 considerations: COVID-19 vaccination or approved exemption required.