

Accounts Payable/Accounts Receivable Bookkeeper:

DePaul Housing Management Corporation is looking for a full-time AR/AP Bookkeeper. Successful candidate will provide bookkeeping and clerical support required in the planning, organizing, controlling and reporting on the financial accounting operations.

Responsibilities:

- Processing of accounts payable for multiple not for profit companies.
- Prepare check requests.
- Monitor accounts to ensure timely payments.
- Reconcile vendor statements, research and resolve discrepancies.
- General ledger analysis.
- Assist with State & Federal Tax Returns.
- Prepare weekly Cash report.
- Maintain files and documentation thoroughly and accurately in accordance with company policies and accepted accounting practice

Qualifications:

- Minimum 2+ years of Accounts Payable Experience
- Proficient in accrual accounting, accounting software and Microsoft Office
- Strong communication, interpersonal and organizational skills
- Background with not for profit industry and Fund EZ /One Site accounting software system a plus.

Interested candidates should send their resume to: Human Resources- DePaul Housing Management Corp. 41 North Main Avenue Albany, New York 12203 Fax: 518-435-1327 OR Email: fiscalsearch@cchoalbany.org

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