**** **Job Description**

Job Title: Bookkeeper. Part Time. $22.50-$25/hour

FLSA Status: Non-Exempt

Reports To: Executive Director

**Position Summary**:

The Bookkeeper is responsible for managing and analyzing the organization’s financial records, preparing accurate financial statements, ensuring compliance with accounting regulations, and providing insights to support informed business decisions. This role involves tracking income and expenses, reconciling bank statements, managing tax filings, and maintaining the financial health of the organization. Additionally, the Accountant plays a key role in advising on financial strategies and ensuring effective financial controls.

**Essential Functions:** x

* General Accounting
	+ Accounts Payable
	+ Bank Reconciliations
	+ Accounts Receivables/Donation Deposits
	+ Petty Cash management
* Financial Management & Reporting
	+ Assist with and manage the annual operating budget.
	+ Maintains the general ledger and ensures accurate recording of all transactions and assets.
	+ Completes month-end and year-end closing procedures, producing timely and accurate financial statements.
	+ Oversees the annual audit and tax filings, coordinating with external auditors.
	+ Reviews the Auditor’s Annual Report, including IRS Form 990 and global financial metrics.
	+ Provides financial data for corporate state solicitation registrations in collaboration with external legal counsel.
	+ Updates and enforces accounting policies and procedures to ensure compliance.
	+ Supports fundraising efforts by providing necessary financial information for bequests, grants, and third-party donations.
* Financial Systems & Compliance
	+ Records and reconciles McDonald’s Restaurant Canister, Round-Up, and quarterly donations, including special promotions.
	+ Ensures compliance with RMHC Global RADAR reporting requirements, including annual outcomes reports, financial statements, IRS Form 990, and key performance metrics.
	+ Handles insurance audits and claims.
	+ Maintains strong financial controls to safeguard organizational assets.
	+ Manages cash handling and reconciliation for all RMHC fundraising events.
* Additional Responsibilities
	+ Completes special projects and assignments as required to support the mission of RMHC of WNY.
	+ Performs other duties as assigned by the Executive Director.

**Education and Experience:**

* Bachelor’s degree in Accounting, Finance, or other related field required
* Minimum 2-3 years experience in accounting, preferably in the nonprofit sector

 **Knowledge, Skills and Abilities: [**

• Strong knowledge of GAAP, financial reporting, and compliance requirements.

• Experience with budgeting, forecasting, and audit preparation.

• Proficiency in accounting software (e.g., QuickBooks, Sage, or similar ERP systems).

• Familiarity with payroll processing

• Excellent analytical, problem-solving, and communication skills.

• High level of integrity and attention to detail.

 **Physical Requirements/Working Conditions:**

Must be able to sit at a desk and computer monitor for moderate periods of time. Speech and hearing sufficient for constant telephone and in-person communications. Regularly required to lift, carry, walk, sit, and stand. May lift up to 25lbs unaided. Some local travel required.

**Expectations:** x

* Always support the mission of improving the health and well-being of the children and families we serve.
* Adheres to the Ronald McDonald House Charities of WNY, Inc. policies and procedures.
* Meets or exceeds expected core competencies and performance standards, including consistently reporting to work on time prepared to perform the duties of the position.