

JOB OVERVIEW	
JOB TITLE	Bookkeeper
DEPARTMENT	Independent Living of the Genesee Region (ILGR)
LOCATION	Batavia, NY
DIRECT SUPERVISOR	Controller
GENERAL JOB DESCRIPTION	
Provide assistance and coordination in the Independent Living of the Genesee Region accounting department to perform a variety of administrative and clerical tasks.	
SPECIFIC DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Prepare and distribute accurate contract financial reports, including expenditure reporting to various funding sources, and internal financial documents for management review. 2. Track and monitor expenditures for specific contracts using accounting software to ensure proper classification and allocation. 3. Analyze budget versus actual expenditure discrepancies for contracts and communicate findings with ILGR Director. 4. Prepare expenditure reports, vouchers, invoices, credit card authorization and reconciliations as required by funding contracts. 5. Assist with internal and external ILGR audits providing necessary documentation. 6. Reconcile the bank account and record entries on the monthly financial report. 7. Prepare checks and mail payments to Landlords and vendors for ILGR. 8. Maintain the petty cash account and keep accurate records. 9. Collaborate with accounting department staff and follow directions from the CFO and Comptroller to maintain proper reports for funders. 10. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as instructed. 11. Participate in maintaining a neat, clean and safe work environment. 12. Perform other job-related duties as assigned by the supervisor. 	
EDUCATION & TRAINING	
<p>Associate degree in Accounting</p> <ul style="list-style-type: none"> Professional and life-experience may be considered in lieu of, in full or part of academic credentials. 	
KNOWLEDGE & EXPERIENCE (if required)	
<ul style="list-style-type: none"> Associate degree requires two (2) years of accounting experience. Prior experience with FundEZ database preferred. 	
SKILLS & ABILITIES	
<ul style="list-style-type: none"> Must have an intermediate level of knowledge of computers, including the use of Excel spreadsheets, databases, word processing and networks. Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for people with disabilities. 	

- Residents of Genesee, Orleans and Wyoming Counties encouraged to apply.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	22.5 hours per week. Varied schedule, M - F. Overtime rarely required.
CLASSIFICATION	Part time, hourly, non-exempt, support staff Range: \$24.00 to \$26.00 per hour
BENEFITS	Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match. Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free Agency.

EMPLOYEE ATTESTATION

Closing Date: June 10, 2025

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org