



Bookkeeper (Full-Charge)

QUALIFICATIONS:

- Degree in accounting or related field.
- Experience with QuickBooks for Nonprofits and Excel is essential; grant allocation experience is a plus.
- Demonstrated time management, attention to detail and organizational skills plus the ability to work in a fast paced environment.
- Must have a positive attitude, high energy level, and a genuine interest in the work of our organization.

RESPONSIBILITIES INCLUDE:

- Work with QuickBooks Premier (Nonprofit Edition) to manage all of the organization's finances including (but not limited to) entering and processing accounts payable and receivable, prepare and record deposits, payroll, payroll taxes and bank reconciliations.
- Maintain all official accounting records in conformance with Generally Accepted Accounting Principles.
- Prepare vouchers for State grant reimbursements.
- Ensure that receivables are collected and vendors are paid timely.
- Conduct a monthly reconciliation of every bank account.
- Make monthly journal entries to allocate expenses across programs
- Assemble information for external auditors for the annual audit.
- Assist Chief Operating Officer with other related financial work as needed.
- Must participate in Capital Roots events, staff meetings and perform all other duties as requested and needed within the organization.

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$41,600 per year, in a flexible work environment. Excellent benefits including comprehensive medical insurance and dental insurance upon hire. In addition to generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.

About Capital Roots: Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **To learn more about Capital Roots, go to www.capitalroots.org.**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

Send cover letter and resume (no calls please) to:

Jessica Trowbridge, Chief Operating Officer
594 River Street, Troy NY 12180
email: operationsdirector@capitalroots.org