

## **Full Charge Bookkeeper**

**Rural & Migrant Ministry Inc.**

December 2020

Are you committed to social justice? Rural & Migrant Ministry Inc. is passionately committed to social justice, and we are looking for a full charge bookkeeper to join us and help ensure that our state-wide non-profit 501(3)(c) organization is successful in carrying out our mission.

Working hand in hand with the Managing Director and the Administrative Coordinator the position has several primary components:

1. Managing the accounting system for Rural & Migrant Ministry Inc. (RMM) as a whole and for the divisions and individual programs of the organization.
  - a. Financial and bank reconciliations of divisions and programs (3 major divisions, with 3 to 4 programs within each)
2. Producing financial reports including: Profit & Loss statements, balance sheets and financial prospectuses.
  - a. Grant financial compliance reports for income and expenses
  - b. Developing and submitting required paperwork for federal and state regulatory agencies
3. Payroll (bi-weekly), paying bills
4. Developing, in collaboration with the Executive Director, the annual budget for the Board of Directors.
  - a. Monitoring of the budget

**Requirements** of the position include:

- Experience in non-profit accounting
- A good grasp of financial reporting, high-level mathematical and problem-solving skills
- Self-motivated and able to work both independently and collaboratively
- Ability to submit and explain complex financial concepts to executive staff and board members.
- Extensive experience in Quickbooks
- A Bachelor's degree in accounting, finance or related business (a Master's degree and at least five years of non-profit accounting experience preferred)
- A strong commitment to social change process

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This position offers the opportunity and expectation for growth within the financial management of the organization

This is a full -time position with flexible hours and is based in Cornwall On Hudson.

Compensation includes:

- Full medical and dental insurance
- Four weeks vacation
- Contributions to a retirement program

*RMM's Global Non-discrimination Policy provides that we do not discriminate against any employee or applicant for employment because of gender, color, race, ethnicity, national origin, religion, age, marital status, sexual orientation, gender identity and expression, disability, pregnancy, covered veteran status, protected genetic information and/or political affiliation.*

To apply, please send resume and cover letter to:

Laura Lecour, Managing Director  
Rural & Migrant Ministry  
PO Box 475,  
Cornwall on Hudson, NY 12520

Or [rmmllecour@gmail.com](mailto:rmmllecour@gmail.com)

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