



**South East Area Coalition  
SEAC Bookkeeper**

**Mission Statement**

*SEAC promotes quality of life within the Rochester's south east area by connecting individuals and community partners to essential resources.*

**Organization Description**

The South East Area Coalition, Inc. is a Neighborhood Preservation Company that facilitates community and economic development in southeast Rochester. We help the citizens who live and work in southeast Rochester to accomplish goals and initiatives for their neighborhoods and businesses. We support existing neighborhood and merchant associations, as well as help to organize citizens into groups to generate sought-after results.

**Job Description**

The South East Area Coalition is looking for an individual living in SEAC's service area with a strong passion for non-profit work and the desire to strengthen the agency's mission and programs within its Four Pillars of Focus: Poverty, Neighborhoods/Communities, Children, Local Businesses.

The position consists of a semi-flexible schedule of 5-10 hours per week, although some evening and weekends will be required due to events and meetings. The bookkeeper will maintain the organization's financial records and provide financial reports, annual budgeting, and assist with compliance.

The Bookkeeper reports to and work-closely with the Executive Director to create financial reports and ensure compliance with the organization's grant funder(s) and tax-exempt status. Position will require monthly and quarterly financial reporting to the finance committee and other community partners. Our ideal candidate has 3-5 years of experience and is familiar with Quickbooks Online. The Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of our organization and maintain compliance.

### **SEAC Bookkeeper Responsibilities**

- Attend monthly Finance Committee meetings
- Assist with any SEAC fundraisers and events including Community Engagement Initiatives
- Actively participate in and solicit support for SEACs various projects, programs, and initiatives
- Advocate SEAC's Mission
- Record day to day financial transactions and complete the posting process to the organization's general ledger (QuickBooks Online)
- Verify that transactions are recorded to the correct cost center along with proper allocation of transactions between sub-ledgers
- Perform month end close - to include reconciliation of multiple bank accounts, posting journal entries, and financial reporting to the executive director, finance committee, and agency partners
- Enter data, maintain records, generate reports, and financial statements as requested. To include monthly income statement, month end balance sheet, statement of cash flows.
- Assist Executive Director with annual budgeting and compile quarterly cash forecasts for finance committee
- Work directly with auditors to complete annual financial audit and filing of Form 990
- Assist in tax compliance including filing 1099's at year end, assisting auditors with compiling and filing Form 990 and CHAR 500 annually
- Record payroll activity to the general ledger and support executive director with financial recording and reporting of Payroll activity
- Enter monies received, including donations, and generate reports for agency's fiduciary partners
- Perform other duties as assigned

### **SEAC Outreach Coordinator Qualifications and Skills**

- Friendly and personable. Ability to work collaboratively with a sense of humor
- Demonstrate flexibility and creativity when faced with challenges
- Demonstrate willingness to gain additional knowledge in relation to SEAC, its programs, and community partners
- Flexibility/comfortability working with a diverse group of individuals, personalities, community partners, and associations in a variety of environments
- Strong verbal and written communications
- Required to travel to community meetings in Rochester, mostly in the South East area
- Ability to work some nights and weekends for events and initiatives throughout the year
- Computer knowledge including, but not limited to Microsoft Word, Power Point, and Excel
- Proven bookkeeping and financial experience including ability to calculate, post and manage general ledger, and produce financial records
- Solid understanding of budget and accrual accounting principles
- High degree of accuracy and attention to detail
- Annual budgeting experience required
- Experience with Quickbooks/Quickbooks online required

**Education and Experience Requirements**

- Associates degree or equivalent working experience required
- Experience working in the non-profit field preferred
- 3-5 years of experience in bookkeeping required

**Job Type:** Part time- 5 to 10 hours per week

**Salary:** \$28.83/hr

**Date Job Posted:** 04/05/2021

*Please send resume to: [careers@seacrochester.org](mailto:careers@seacrochester.org)*