



Schoharie County

Community Action Program, Inc.

Building stronger, healthier communities and empowering families that experience economic and social challenges through strategic partnerships, education, services, and compassion.

JOIN OUR TEAM

Finance Assistant

Part-Time/Full-Time with Benefits

- Responsibilities:** Provide fiscal support to the Finance Director, Assistant Finance Director and Executive Director. Perform accounts payable functions, and assist with monthly preparation of reconciliations, program vouchers, and reports. Collect and record cash receipts, journal entries, and maintain the petty cash fund. Primary fiscal support.
- Education & Experience:** Associates Degree in accounting or related field with two years experience in nonprofit finance or High School diploma with five years experience in nonprofit finance. Two years administrative support experience preferred.
- Other:** Proficient in Microsoft Office products, excellent written and verbal communication skills, valid NYS driver's license and reliable transportation.
- Benefits:** Part-time positions, approximately 18 to 24 hours per week are eligible for paid sick leave and employee assistance program.
- Full-time positions are eligible for a benefits package, including a 34-hour, 4-day work week, generous paid vacation and sick leave; employer-paid life insurance; employee assistance program; employer health insurance contribution; and more!
- Compensation range for this position is \$17.85 - \$19.35 per hour.
- To Apply:** Applications can be picked up and dropped off at SCCAP's office
795 East Main Street, Suite 5, Cobleskill, NY 12043 or
Requested and submitted by email to jfarris@sccapinc.org.
With application please include resume and references.
Applications will be accepted until the position has been filled.