



Advocacy
CENTER
Domestic Violence and Sexual Abuse Services

JOB ANNOUNCEMENT

Position: Accounting Manager - Part time (20 hours/week)

Salary: \$19.35-\$22.35 per hour depending on experience with generous benefits

This is an in office position with the possibility for flexible scheduling.

TO APPLY: Please review qualifications and submit two separate documents 1. cover letter and 2. resume (in MS Word or PDF format only). Send the 2 attachments as an email to: jobs@actompkins.org. Applications will be accepted until the position is filled.

Our progressive social service agency seeks a part time Accounting Manager who will support the Finance Director with accounts payable and receivable, and general finance and accounting duties to ensure financial success of the organization. Primary duties include: general accounting duties including accounts receivable, accounts payable (processing invoices and cutting checks), deposits, general ledger recording, and monthly bank reconciliations. Assist with quarterly vouchers and closings and annual budget work and with preparation for the annual audit and tax return. Our generous **Benefits Package** includes:

- Agency contribution of \$6,775 annually (prorated for part-time and start date; this position's full year benefit \$3,871.43) toward our Cafeteria Benefits Program. Cafeteria benefits include agency offered medical and dental insurance, and qualified medical expense reimbursement;
- Generous time off including 2 weeks vacation the first year increasing thereafter, 16 paid holidays, 5 personal days, and 12 sick days;
- Agency retirement contribution after 3 years of employment.

Physical Requirements: Applicants must be able to ascend/descend stairs, sit and stand for periods of time, have the ability to lift up to 25 pounds to a height of 2-3 feet.

Required Qualifications:

- Familiarity with general accounting principles, bookkeeping/accounting experience, especially non-profit accounting
- Great attention to detail and strong organizational skills
- Strong written and oral skills
- Ability to work independently
- Experience that demonstrates sound judgment, high ethical standards, and management of confidential information
- Willingness to appreciate different points of view and problem solve in a constructive manner
- Proficiency with Excel, QuickBooks, Acrobat Pro

The Advocacy Center of Tompkins County www.actompkins.org, located in Ithaca, NY, is an organization whose roots are based in feminism, social change, and victim rights. We are proud of our workplace culture and are dedicated professionals with a strong work ethic who also promote self-care and wellness and value a healthy work/life balance. We combine seriousness of purpose and commitment to our mission with a sense of kindness and humor toward one another.

The Advocacy Center is committed to diversity, equity, and inclusion. We believe we have the most impact when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. We encourage candidates from all backgrounds and identities to apply.