



Bookkeeper

Job Summary: Franklin County Community Meals Program (FCCMP) is seeking a part time bookkeeper to track and manage the organization's financial records by maintaining accurate books on accounts payable and receivable, payroll, and all financial transactions.

Compensation: This is a part time, hourly position with a pay rate of \$18-\$20/hour

Franklin County Community Meals Program (FCCMP) is a 501c3 non-profit whose mission is to work in partnership with the community to alleviate hunger. FCCMP programs include 4 free community meal sites in Greenfield, Turners Falls, Orange, and Northfield, the Orange Food Pantry, and monthly Mobile Food Bank in Turners Falls. FCCMP's vision is to foster an empowered community who work together to address food insecurity while building systems and infrastructure to holistically address hunger. FCCMP values the inherent dignity and worth of each person while building a community that is inclusive, formed in mutual respect and motivated by the power of collaboration. By uplifting and strengthening one another we endeavor to dismantle barriers to food resources and build food security for all.

Job Description:

The duties and responsibilities of this position include but are not limited to the following:

- Manage all accounts including accounts payable, accounts receivable, and payroll
- Responsible for banking transactions including depositing incoming checks and writing outgoing checks
- Work with treasurer to reconcile all accounts on a semi-monthly basis
- Maintains all records related to petty cash and the allocation of petty cash funds, including the replenishment of petty cash.
- Enters and maintains cash receipts and disbursement ledgers
- Prepares and submits all requests for payments (check requests) in a timely and efficient manner.
- Prepares financial reports for Board of Directors, annual accounting review, grant applications and reimbursement, insurance reports and all related forms/paperwork.
- Oversee mail and record keeping
- Works with Executive Director to prepare annual budget
- Performs other duties as assigned

Qualifications:

- Associate degree or Bachelor's degree in Business Management, Business Administration, or Accounting preferred
- 1-3 years of experience in accounting and bookkeeping
- Strong verbal and written communication skills
- Proficient skills in QuickBooks and Microsoft Excel

- Experience with accounts payable, accounts receivable, payroll, and general ledger
- High degree of accuracy and attention to detail
- Familiar with standard concepts, practices, and procedures within non-profit preferred

Benefits:

- Flexible hours

To Apply: Submit resume and cover letter to info@fccmp.org or mail applications to FCCMP; PO Box 172 Greenfield, MA 01302. Applications accepted until the position is filled. Prompt applications encouraged.

FCCMP is an equal opportunity employer. FCCMP will not engage in discrimination against or harassment of any person employed or seeking employment with FCCMP on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or other characteristics protected by law. We are committed to fostering a diverse and inclusive environment.



Partner Agency