



The Arc New York.  
29 British American Blvd.  
Latham, NY 12110  
(518) 439-8311 • Fax: (518) 439-1893  
www.thearcny.org  
www.nysarctrustservices.org

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Bookkeeper</b>
<b>Revision Date:</b>	<b>05/2022</b>
<b>Department:</b>	<b>Trust Services</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Reporting:</b>	<b>Controller</b>
<b>Status:</b>	<b>Full Time / Non Exempt</b>
<b>Location:</b>	<b>Latham</b>
<b>Travel Required:</b>	<b>None</b>

### POSITION OVERVIEW

The Bookkeeper will be responsible for the ACH program for the deposit of our beneficiaries' funds, reconciling the funds received, and interacting with the beneficiaries or their designated contacts regarding the ACH transactions. The Trust Bookkeeper will work with the accounting team and will be trained in tracking and reporting the daily check as needed. The incumbent will report directly to the Controller. The position will partner with the accounting team to support the timely and accurate posting of beneficiary transactions, assist with the reconciliation of beneficiary accounts, support general ledger entries, and audit and financial reporting as required.

### RESPONSIBILITIES

- Prepares daily deposit downloads and reports
- Maintains the deposits enrolled in the ACH deposit program. This includes adding new beneficiary accounts and making updates to current accounts throughout the month
- Contacting trust beneficiary regarding both check and electronic deposits as needed
- Prepares reconciliation and subsequent posting of transactional activity
- Assures timely and accurate accounting of transactions
- Researches and communicates information as needed
- Assists with maintenance of beneficiary paper and computerized files as needed
- Assists with daily transaction reports and database updates as needed
- Prepares activity accountings of sub-trust activity as needed
- Researches reported transaction issues
- Assists with annual trust audit preparation as necessary
- Any other duties as deemed necessary for NYSARC, Inc. Trust Services operations

### KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge:** Solid knowledge of accounting and financial processes. Knowledge of the ACH transaction process and reconciliation is a plus.



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**Skills:** Requires strong organizational and multi-tasking skills and attention to detail. Proficiency needed in Microsoft Office applications, particularly Excel. Previous experience with ACH transactions desired. Also requires excellent interpersonal skills, and communication skills and ability to apply analytical skills to financial transactions.

**Personal Attributes:** Able to work in a collaborative, open team environment, with strong ability to understand verbal and written instructions. Position requires the highest level of integrity and professionalism in all interactions.

**MINIMUM REQUIREMENTS**

- A.A.S in Accounting
- 1-3 years of relevant experience
- Experience with ACH and general ledger transactions desired
- Excellent computer skills, particularly with Excel and MS Office products

**CERTIFICATION**

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Supervisor's Signature  
Name, Title

\_\_\_\_\_ Date: \_\_/\_\_/\_\_  
Sean Wade, Chief Operating Officer

- Employee File Copy                       Main Office Copy