

Southern Tier West RP&DB is looking for a skilled Bookkeeper/Revolving loan fund manager to assist in maintaining our financial records as well as managing our revolving loan program. The Bookkeeper will work closely with our accounting team to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices. Our ideal candidate holds an associate's or bachelor's degree. The Revolving loan fund manager will be responsible for loan intake and preparation for board review, completing federal and state reporting requirements, and loan payment collection.

**Responsibilities:**

Record day to day financial transactions and complete the posting process

Verify that transactions are recorded properly

Perform partial checks of the posting process

Complete tax forms

Enter data, maintain records, and create reports and financial statements

Loan intake and assessment for board review

Interviewing loan applicants and loan packaging.

**Requirements:**

Solid understanding of basic bookkeeping and accounting payable/receivable principles

Proficiency in English and in MS Office

Ability to utilize QuickBooks

Customer service orientation and negotiation skills

High degree of accuracy and attention to detail

Degree or relevant experience in Finance, Accounting or Business Administration

Please forward resume and cover letter to Richard Zink, Executive Director, [rzink@southerntierwest.org](mailto:rzink@southerntierwest.org), 4039 Route 219, Suite 200 Salamanca, NY 14779 by February 15, 2021. Salary based on experience.