



GARRISON INSTITUTE

FULL CHARGE BOOKKEEPER

The Garrison Institute was established in 2003 as a non-profit, non-sectarian organization exploring the intersection of contemplation and engaged action in the world. Since its founding, the Institute has made the case for the relevance of contemplative-based approaches to social and environmental change, and demonstrative that they can be applied in practical, evidence-based ways while meeting scientific rigor and providing measurable, pragmatic results. Through its retreats, more than 40,000 individuals have learned contemplative-based methods for building personal resiliency and transforming their approach to work in the world.

Summary of Position

The Full Charge Bookkeeper is responsible for the bookkeeping functions and financial accounting which includes maintaining the accounting system, AR/AP, preparation of financial statements, supporting annual audit process, tax compliance and general financial management such as bank reconciliations, general ledger and payroll. The position is full-time and will report to the Chief Financial Officer/Chief Operations Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Overall Management

- Maintain and operate accounting system in accord with generally accepted accounting standards. System involves the following major areas:
 - General ledger,
 - Accounts payable,
 - Payroll,
 - Fixed assets,
 - Indirect cost allocation.

2. Budget Administration

- Assist program and development staff in preparing budgets for grant proposals; and in managing and reporting on budget matters.

3. Financial Reporting

- Generate monthly financial reports to senior management, board, program and development staff.
- Prepare financial reports as necessary for funders.
- Ensuring compliance with all grant and contract fiscal requirements.
- Provide ad hoc reports to Executive Director and senior management as requested.

5. Annual External audit

- Assist CFO with the Institute's annual audit including ensuring timely response to all requests for data and response to auditors' internal control recommendations.
- Implement recommendations on a timely basis.

6. Tax Compliance

- Assist CFO with compliance with all tax requirements of IRS and NYS including payroll taxes, form 1099 reporting, issuance of W-2's, and coordinating, with auditors, annual filing of IRS Form 990 and NYS CHAR 500.

7. Financial Management

- Complete all bank reconciliations on a monthly basis.
- Enter monthly closing journal entries in QuickBooks.
- Review accounts on an ongoing basis to ensure accurate distributions.
- Update monthly benefit allocations.
- Update payroll allocations as needed.
- Code bills with general ledger accounts weekly or as needed.
- Generate monthly invoices for expense reimbursements.

8. Bookkeeping

- Entering invoices for payment in QuickBooks only after required approvals and coding have been made by managers/directors. Review coding for accuracy.
- Paying bills when approved by senior management.
- Entering weekly bank deposits into QuickBooks apply fund codes provided by the Development Department or Retreats Department. Reconcile monthly with the Development department to ensure coding for accuracy.
- Record, code and reconcile all incoming funds transfers and credit card income.
- Forecasting weekly cash needs.
- Assisting with support documentation during the annual audit.

Qualifications

- Knowledge of non-profit bookkeeping and general accounting principles with at least 5+ years of demonstrated work experience.

- Bachelor's degree in accounting or similar business field or equivalent work history experience.
- Comfortable with technology with advanced proficiency in Quickbooks and Excel.
- She/he will be a self-directed, motivated individual who is detail-oriented, super organized, and flexible with the ability to respond adeptly to changing priorities.
- Those applicants with a team-oriented approach, a keen interest in non-profit work and the Garrison Institute's mission are most desired.

Located on the Hudson River, one hour north of NYC, the Garrison Institute is housed in a beautifully renovated facility on the estate of a former monastery. To learn more, please visit www.garrisoninstitute.org. The Institute has 25 staff members with an annual operating budget of approximately \$4 million.

This position offers a competitive salary along with a generous benefits package. To apply, send a cover letter and resume to: Jobs@garrisoninstitute.org. Please, no phone calls.

The Garrison Institute is an equal employment opportunity employer.
Individuals from diverse backgrounds are encouraged to apply.