



**Job Title:** Bookkeeper

**Reports to:** Controller

**Location:** Western office

**Employment Status:** Regular, Full-Time

**Classification:** Exempt

**Salary:** \$45K - \$50K

**About HealthlinkNY:**

HealthlinkNY is a Qualified Entity (QE), funded by the New York State Department of Health (NYS DOH), which operates the health information exchange (HIE) as well as population health improvement programs (PHIP), supports healthcare delivery reform (DSRIP) and fosters collaboration for an 13 county region spanning the Hudson Valley, Catskills, and Southern Tier of New York. The HealthlinkNY HIE offers electronic access to patients' community-wide health records and serves as the region's access point to the Statewide Health Information Network of New York (SHIN-NY), supporting collaboration between healthcare providers across the state. For more information please visit [www.healthlinkny.com](http://www.healthlinkny.com).

**Nature and Scope of the Position:**

The Bookkeeper records all financial transactions, including purchases, sales, receipts and payments. The Bookkeeper posts information to accounting journals/software and reconciles accounts to ensure accuracy. This position provides general financial and organizational services in support of this dynamic and fast-paced collaborative project.

**Main Responsibilities:**

- Record the day to day financial transactions and complete the posting process;
- Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger;
- Bring the books to the trial balance stage;
- Perform partial checks of the posting process;
- Complete information reporting forms ( 1099's);
- Enter data, maintain records and reports and issue timely financial statements;
- Process accounts receivable/payable and handle payroll entries in a timely manner;
- In-depth cross check of voucher submission for accuracy;
- Assist HealthlinkNY financial auditors with annual audit and prepare supporting documentation;
- Identify and advise management of cost saving opportunities when identified;
- Other duties as assigned.

**Education:**

Associates Degree in Accounting required.

**Experience:**

- Proven bookkeeping experience;
- Solid understanding of basic bookkeeping and accounting payable/receivable principles;
- Experience using Intact highly preferred;
- Experience in the non-profit sector is a plus;
- Experience with SharePoint and / or Smart Sheet is a plus;
- High degree of accuracy and attention to detail;
- Accomplished user of Microsoft Office Products (especially Excel);
- Must be a team player, with a flexible work style and an interest in being part of a dynamic and evolving organization.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee is regularly required to talk and hear while performing the duties of this job. The employee frequently is required to stand, walk, and reach with hands and arms. The employee may occasionally lift up to 10 pounds.

HealthlinkNY is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is HealthlinkNY's policy to provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation would impose an undue hardship on the organization.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**To Apply:**

Please email your resume and cover letter to [info@healthlinkny.com](mailto:info@healthlinkny.com)