



Position Title	Position ID	Sector
Bookkeeper	20-01-10006	Accounting
Reports to	Employment Type	Location
Executive VP & Chief of Staff	Independent Contractor	Brooklyn, NY (Sunset Park)

About AMPHS

Academy of Medical & Public Health Services (AMPHS) is a Brooklyn-based, nonprofit organization dedicated to eliminating barriers to accessing health care for immigrants and other underserved communities in NYC. To date, we have proudly served and connected more than 8,000 New Yorkers to healthcare systems. For more information, please visit www.amphsonline.org.

Position Description

The Bookkeeper will be responsible for assisting in recording and reporting the organization's day-to-day finances. This is a part-time position, requiring 8-10 hours per week.

Responsibilities include, but are not limited to, the following:

- Be responsible for accounts by verifying, allocating, and posting transactions
- Uphold quality historical records by filing documents
- Oversee and manage general ledger
- Review payments received and record deposits
- Supervise bookkeeping policies and procedures, along with developing a framework to track financial transactions with an established chart of accounts
- Monitor accounts by balancing entries
- Assemble financial reports by collecting, analyzing and summarizing account information
- May be required to perform other duties as assigned

Minimum Qualifications:

- Bachelor's degree, preferably in accounting (but not required), and 3-5 years of accounting experience
- Experience in nonprofit accounting preferred
- Proficient in Quickbooks and MS Office, with specific emphasis on Excel
- Excellent interpersonal and communication skills
- Strong organizational, time management and self-management skills, outstanding attention to detail, and high degree of flexibility and self-direction.
- Ability to excel in a highly dynamic, diverse and entrepreneurial environment.
- Proficient in Quickbooks and MS Office, with specific emphasis on Excel



Time Commitment:

- This is a part-time independent contractor position; occasional Saturday availability may be required.
- Attendance at an AMPHS orientation and participation in bimonthly CHW meetings on Saturdays is required.

Compensation:

- Flexible work schedule
- \$20-25 per hour, commensurate with experience
- Opportunities to learn from industry experts to help you advance in the field of public health, health and education policy, immigration and nonprofit administration.

To Apply

Sounds like you? Send your cover letter, resume, and most recent transcript (if still in school or recent graduate) to personnel.resources@amphsonline.org. Applications will be reviewed on a rolling first-come, first-served basis.

Equal Opportunity Employer

AMPHS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.