

Bookkeeper, Guardianship Unit

Department: Support Staff, Non-Union

JOB SUMMARY:

CELJ's Guardianship Unit serves as court-appointed guardian for Western New York residents who have been determined to by the court to require assistance to meet their personal and financial needs. The Bookkeeper works closely with the Guardianship Unit to manage accurate and timely day-to-day transactions on behalf of clients. The Bookkeeper is also responsible for annual and periodic reporting to the NYS Court, Veterans Administration, and Social Security Administration.

REPORTS TO:

Supervising Attorney, Guardianship Unit. Fiscal oversight by CFO.

SUPERVISES:

N/A

ESSENTIAL FUNCTIONS:

- Maintain up-to-date information and access to client bank accounts, troubleshoot issues, and ensure positive relationships with banking institutions
- Ensure proper billing verification for third party vendors
- Utilize online banking systems for accurate and timely processing of weekly and recurring payables
- Maintain security of bank account check stock
- Provide financial, administrative and clerical support according to established payables procedures
- Maintain up-to-date database of guardianship fees payable to CELJ with start date, and decease date or fee change dates as necessary
- Maintain account payables for fee-paying clients with delayed cash flow
- Maintain account receivables for clients with delayed income sources
- Prepare and complete weekly deposits in accordance with internal procedures to ensure security of client income
- Responsible for accurate and timely bookkeeping entries in accounting software for all bank deposits and disbursements, as well as accounts receivable and accounts payable entries
- Support CELJ fiscal unit in resolving any bank reconciliation issues.
- Prepare annual and periodic client account reports to the Court, Veterans Administration, and Social Security Administration.
- Prepare financial portion of initial, annual, and final reports of guardian and track status once filed with county clerk
- Prepare and file paperwork for tax preparation by an outside accountant
- Participate in weekly staff meetings and share information with other team members as needed
- Provide accurate and up-to-date information to all Guardianship Unit staff as needed in timely manner
- Maintain Unit financial spreadsheets and data to track and monitor client resources and budgets.
- Support audit requests for client income and payment source documentation as needed.

ADDITIONAL RESPONSIBILITIES:

- Perform *ad hoc* projects, as necessary.
- May require some travel.

EDUCATION & EXPERIENCE:

- Associates Degree in related field, or;
- 2-4 years of accounting experience

KNOWLEDGE, SKILLS & ABILITIES:

- Strong written and oral communication skills
- Strong attention to detail, well organized and accurate
- Ability to meet deadlines
- Ability to work within a team and respond to multiple requests

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature

Date

DATE CREATED/REVISED:

5/2022