

The Position: We're looking for a full-time Accounting Clerk in our Finance Office to assist in its mission to provide the Camphill entities it serves with accurate, complete, reliable financial reports, protect assets, and process thousands of transactions per year with high level of accuracy and a keen attention to detail.

The pay rate is \$20.00-\$22.00 per hour.

The Organization: Located in Copake, NY, Camphill Village Copake was founded in 1961 with a mission of being an integrated residential community where people with developmental differences are living a life of dignity, equality, and purpose.

Why Should You Apply?

- ❑ The health insurance benefit through CDPHP only costs \$62 bi-weekly for the family plan! All copays, deductibles, and prescriptions are paid by Camphill Village and there is no waiting period. This leaves you with more take-home money. Or, you can choose to opt-out of our insurance offering and receive \$3500 annually.
- ❑ We offer generous paid time off (4 paid weeks off per year to start, plus up to 14 paid holidays)
- ❑ We encourage and support good health and wellbeing by offering an annual wellness stipend of \$1000--this can be used for a new kayak, fitness equipment, massages, a bicycle, etc!
- ❑ We care about your retirement-- to help fund your 401k, Camphill Village will contribute to your retirement account.
- ❑ Other benefits include dental and vision insurance, opportunities for on-the-job training, and a diverse, beautiful, and non-traditional work environment. We also have a fabulous coffee shop, bakery, and Café on site which serves delicious soups, salads, and other meals!

Requirements:

- ❑ Team player – willing to jump into tasks not normally assigned to assist other Finance Department personnel, employees and residents of Camphill Village
- ❑ Exhibit a high degree of integrity and trust worthiness
- ❑ Desire to learn accounting concepts, accounting software, government programs, accounting cycles and account reconciliation process
- ❑ Keen attention to detail
- ❑ Basic to advanced use of Microsoft products including Excel and Word

- Excellent communication skills
- Highly organized
- Work independently
- Willing to perform various levels of tasks from simple filing to processing transactions and cash with values more than \$1,000,000
- Work quality that provides a high level of confidence by management, outside auditors and the Board of Directors

Primary Responsibilities:

- Accounts Receivable / Billing Cycle to include:
 - a. OPWDD billing
 - b. Camphill Hudson rent and care contract
 - c. Camphill Academy
 - d. Residents' Trusts
- Transfer of Personal Needs funds from residents' accounts
- Deposit Social Security funds from resident accounts to the Village operating account
- Fixed asset accounting
- Account reconciliations as assigned
- NY Sales tax reporting
- Assist with the annual budget preparation
- Assist with the annual financial statement audit

Application Process:

- Send resume or completed employment application to our Human Resources department at hr@camphillvillage.org.
- Applications will be reviewed upon receipt and candidates will be contacted if they are selected for an initial interview.
- Employment offers are contingent upon successful completion of required NYS Office for People with Developmental Disabilities criminal background checks.
- For more information about this position, please contact HR at 518-329-7924 ext. 104.