



North Atlantic States Carpenters Benefit Funds Position Description

Position Title: Health Benefits Fund Bookkeeper
Position Type: Full Time
Department: Accounting
Reports To: Controller

SUMMARY

This position is responsible for the complete maintenance of the Health Fund's general ledger through data entry and account verification using outside resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate in the processing of accounts payable for the Health Fund. Assist in reconciling all invoices and monthly vendor statements.
- Process deposits for member buy-ins, reciprocal receipts, and other items.
- Process electronic payments as needed and perform all other online banking functions including processing stop payments on checks, processing positive pay files, and various banking research.
- Reconcile report discrepancies and research variances and other issues.
- Reconcile bank statements as assigned and monitor activity.
- Prepare journal entries to maintain the general ledger through the trial balance. Research, resolve, and report discrepancies and issues.
- Prepare various reports as needed.
- Maintain annual audit schedules as required.
- Prepare tax deposits, year-end 1099s and communicate with regulatory agencies as needed.
- Assist other Funds with similar duties as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in accounting preferred
- Basic/intermediate accounting and reporting skills along with strong analytical abilities
- Experience in basic accounting including A/R and A/P
- Strong working knowledge of accounting systems, processing systems including Microsoft Office Suite and Sage 100.
- Ability to work in a team environment and willingness to cross-train on all areas of accounting.
- Excellent interpersonal and communication skills. Must be able to effectively interact with internal staff and external entities.

This is a Bargaining Unit position.