

# A/P Bookkeeper

Long Island Head Start

Patchogue, NY

Other

Full-time

Onsite

\$25.62 - \$25.62 an hour

Posted on September 1, 2023

## Job Description

The Accounts Payable Bookkeeper reports to the Director of Finance and is responsible for processing all agency invoices received for payment and maintaining complete records regarding payments. Other responsibilities include, accounts payable invoice review, voucher preparation, bookkeeping, record keeping, and investigating disputes with vendors. The Bookkeeper supports the efforts to make Head Start an exemplary agency and carries out the responsibilities in accordance with Head Start Performance standards and all applicable Federal, State and local rules and regulations.

## Qualifications

- Associates Degree in Accounting

or

- Business Administration and two (2) years of Accounts Payable

or

- Junior Accountant experience

or

- High School Diploma and five (5) years of Accounts Payable or Junior Accountant experience.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

To apply for the position, applicants should mail, fax (631) 758-2953, or email resumes to [humanresources@liheadstart.org](mailto:humanresources@liheadstart.org). Please indicate position desired. For more information, visit our website at [www.liheadstart.org](http://www.liheadstart.org)

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