



Job Description: Part-Time Bookkeeper for YJG

Job type: Part-time 20 hrs/week

Background

The bookkeeper will work in a collaborative, team-oriented environment with a Staff Accountant and Finance Director. The bookkeeper will have three primary responsibilities: basic bookkeeping and accounting duties, accounting systems maintenance, and financial audit assistance.

Summary of Job Duties/Responsibilities

- Assist with general ledger maintenance, including deposits, payroll and benefits, payables, receivables, grant allocations, invoices, and accruals
- Assist with monthly tuition and fundraising reconciliations
- Assist with month-end and year-end financial reports as well as preparing for the annual financial audit
- Assist with preparing audit related reports and backup
- Review receipts for credit card expenditures and credit card reconciliations
- Communicate with vendors and other parties regarding payables and receivables
- Communicate directly with the office manager about office-related services
- Accounting systems organization and clean up

Required Qualifications

- Strong organizational and time management skills and attention to detail is a MUST.
- Bachelor's Degree in Accounting, Finance, Business, or related field preferred but not required.
- Knowledge of GAAP, business principles, and standard operating practices, and basic accounting background.
- Knowledge of accounting systems required. Knowledge of QuickBooks Online preferred.
- Computer skills and proficiency in Microsoft Office required (Excel, Word).
- 1-3 years of experience in the field preferred.
- Team player with a demonstrated ability to initiate and maintain effective and cooperative professional relationships.
- Problem-solving skills and enthusiasm for learning.
- Strong writing and communication skills.
- Accounting experience with a non-profit organization is a plus.
- Greater New York City area candidates preferred.

Compensation and Benefits

- Competitive salary (compensation is commensurate with experience)
- Summer Fridays year-round

Please send resumes and a cover letter to accounting@youngjudaea.org
Only relevant candidates will be contacted.