



575 Eighth Avenue / Floor 11 / New York, NY 10018

Bookkeeper

ABOUT YOUNG JUDAEA:

Young Judaea is a diverse community that educates and empowers Jewish youth to deeply engage with Israel and to lead positive change for the Jewish People, Israel and the World. For over 113 years, Young Judaea has inspired Jewish youth of diverse backgrounds to become engaged leaders and inspired activists with a deep personal connection to Israel. Young Judaea does this through a robust arc of programs that include regional camps, a national teen camp, year-round programming, Israel immersive experiences, reunions, and summits/conferences.

JOB TYPE: Full-time, 40 hrs/week

THE ROLE:

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/accounting duties, accounting systems maintenance, and financial audit assistance.

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

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).



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- 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 submit cover letter and resume to jobs@youngjudaea.org