

Part-Time Bookkeeper

The Congregation Sinai Part-Time Bookkeeper position is responsible for recording Congregation Sinai's financial accounts and records on a cash basis. Duties include maintaining accounting records accurately and efficiently, handling accounts payable, receivables, congregant records, preparing and recording the bimonthly and monthly payroll, and generating financial reports to reflect all financial activities. The Bookkeeper reports to the Director of Administration and the Treasurer.

In order to be effective in this position, the person must be prompt, accurate, organized, observant, possessing excellent planning and communication skills and committed to workings of Congregation Sinai.

Accounts Payable

- Pays invoices in a timely and accurate manner
- Maintains Quickbooks to accurately reflect payment activities, vendors, etc to enable expense reporting

Payroll

- Processes payroll for semi-monthly and monthly employees including adding new employees and making sure all the necessary paperwork is provided and completed, removing resigned employees, making salary adjustments, tax changes, deduction changes, etc.

Cash Receipts Handling-Accounts Receivable

- Processes income in a timely and accurate manner by making regular bank deposits
- Completes journal entries
- Updating congregant accounts in organization's membership database

Financial Reporting

- Maintains a Cash Management Report which monitors fiscal status (cash flow)
- Generates monthly P&L, balance statements and other financial reports requested by the Treasurer
- Performs monthly bank reconciliations
- Generates monthly and year-end reports as needed

- Generates Workers' Compensation report annually
- Attends monthly Finance Committee Meeting
- Maintains monthly fund activity reports and assists staff and committee chairs with payables, receivables and budget information
- Assists Director of Administration with annual budget process by creating worksheets for staff, compiling individual worksheet entries into an overall organization budget changes and once approved reflecting the approved budget in Quickbooks, etc.

General Bookkeeping

- Generates congregant statements several times each year
- Generates year end congregant tax statements annually
- Answers all congregant financial inquiries
- Maintains all vendor files
- Maintains all congregant files
- Maintains all employee payroll records

General Office

- Assists with general office activities
 - Answer phones
 - Welcome visitors
 - Perform mailings (primarily financial statements, etc)
- Performs all other duties as needed and assigned

Minimum Job Requirements

Required:

- 3 - 5 years related experience
- Good working knowledge of all phases of receivables, payables, reconciliation of bank accounts and journal entries.
- Thorough QuickBooks knowledge
- Strong working knowledge of Excel
- Strong communication and interpersonal skills
- Highly organized, resourceful
- Team oriented
- Ability to work independently

Desired:

- Minimum of 2-year Associate's degree in bookkeeping, accounting, or a related field
- Strong problem-solving skills

Part-time hours - ~30/week; specific schedule flexible

Salary Range: \$32,000 - \$36,000 based on experience

Please contact Karen Berk, Director of Administration at

kberk@congregationsinai.org if interested.