



Part-Time Financial Manager / Book Keeper

Job Overview

The American Jewish Historical Society is the oldest ethnic, cultural archive in the United States. AJHS provides access to more than 30 million documents and 50,000 books, photographs, art and artifacts that reflect the history of the Jewish presence in the United States from 1654 to the present. AJHS is seeking a part-time Bookkeeper (approximately 15 - 20 hours per week), to be responsible for performing a variety of bookkeeping and accounting duties including processing payroll bi-weekly, financial record keeping and transactions including A/P, A/R, and General Ledger.

This position will collaborate across the AJHS Team to ensure accurate and streamlined accounting and financial activities. From working with the Director of Collections to create invoices for archival services, to collaborating with the Director of Programs and Operations to process incoming donations, this position will collaborate across all departments. The Bookkeeper will ensure the integrity of accounting information by recording, verifying, consolidating, and entering financial transactions into Financial Edge in accordance with Generally Accepted Accounting Principles.

Position Responsibilities

- Process bi-weekly payroll, as well yearly W2s and 1099s.
- Conduct reconciliation of accounts on an as needed basis
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition.
- Prepare financial reports through collection, analysis, and summarization of data (specifically budget vs. actual reports and grant-specific financial reports)
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- In collaboration with the AJHS Director of Programs & the Center for Jewish History - Coordinate with outside CPA and Auditors in preparation of year-end audit.

Qualifications for Bookkeeper

- Bachelor's degree in Accounting, Finance, or related field
- 3-5 years relevant experience working in accounting and bookkeeping
- Experience within non-profits is preferred but not required
- Thorough knowledge and understanding of GAAP
- Strong verbal and written communication skills
- You have a strong practical command and fundamental understanding of Accounting Software, Financial Edge preferred.
- Experience with accounts payable, accounts receivable, payroll, and general ledger
- High degree of accuracy and attention to detail
- Ability to collaborate with a team to create efficient and streamlined workflows

Please send your resume and cover letter to Chelsea Bracci, the Director of Programs and Operations, at apply@ajhs.org.