

## **Part-Time Bookkeeping Assistant – AP & AR Position**

We are a politically and spiritually progressive Community Synagogue in Piedmont California, looking for someone to assist our bookkeeper, in handling our multi faceted accounts receivables, collections and accounts payable. This is a new position at the Synagogue, so the responsibilities may change as the new position unfolds.

### **Responsibilities:**

- Processing and posting of incoming credit card, check and cash payments for; Dues, Donations, School & B'nai Mitzvah Tuition, Classes, Fundraisers & Events, Rental income, etc.
- Preparation of weekly check and Paypal deposits.
- Preparation and mailing of “Thank You” letters for all donations, and maintenance of Donor document.
- Regular tracking of Accounts Receivables.
- Contacting congregants/customers regarding unpaid accounts, and cancelled recurring credit card payments.
- Processing weekly bills for payment, and posting staff credit card purchases, and monthly credit card reconciliation.
- Provide other assistance to the Bookkeeper as needed.

### **Qualifications:**

- Accuracy and attention to detail
- Strong written and verbal communication skills
- Aptitude with Database and Financial software
- Helpful, but not required, knowledge of Quickbooks, Salesforce & Paypal
- Proficiency with Excel and Word
- Ability to communicate with sensitivity and ease with congregants, customers and vendors, regarding money matters.

**Employment Type:** Part-time contract position, 4-12 hours a week.

**Compensation:** \$15-\$18 per hour, DOE