Non-Profit Bookkeeper
Kehilla Community Synagogue

Summary
Kehilla Community Synagogue seeks a motivated and committed individual with at least two or three years of nonprofit accounting experience and good communication skills to be our full-charge bookkeeper for 24-32 hours per week.

Who We Are
Kehilla Synagogue is a dynamic synagogue community rooted in Jewish spirituality and social justice organizing. Founded 35 years ago by progressive Jews seeking a Jewish spiritual home, Kehilla has blossomed into a 550-household congregation that is a leading progressive voice in the Jewish community and a passionate Jewish voice in the progressive world.

Position Description
After an initial transition and training period, the full-charge Bookkeeper will be responsible for a high volume of transactions, and ensuring the accuracy and timeliness of accounting, payroll and benefits administration data entry. At least two to three years of non-profit accounting experience with QuickBooks Desktop and some experience with Salesforce are required. This is an at-will, hourly position with benefits that reports to the Executive Director.

The bookkeeper will be responsible for:

Accounting
- Accounts Receivable, including credit card processing and check depositing for membership, school tuition payments, facilities rental fees, events and donations
- Accounts Payable, including credit card charges and check runs, and communications with outside vendors
- Preparing and reconciling bank deposits
- Monthly bank and credit card reconciliations
- Posting of monthly, quarterly and fiscal year-end close journal entries
- Financial report generation for Executive Director (monthly) and Board (quarterly)
- Document preparation and reporting for annual financial review
- Preparation and filing of 1099's
- Fiscal sponsorship bookkeeping and intercompany due to/from reconciliation

Payroll
- Collecting timesheet data
- Processing monthly payroll in PayEntry
- Uploading monthly 403B employee & employer contributions

HR and Benefits Administration
- On-boarding of new hires, including payroll and benefits set-up
- Responding to EDD unemployment notices

Experience and Qualifications Required
- At least two to three years of non-profit accounting experience with QuickBooks Desktop, including specifically accounting for temporarily restricted funding
- Some experience with Salesforce and the ability to learn the database
- Payroll processing and benefits administration, using a payroll software program
● Competency with Excel spreadsheets and Microsoft Word
● Ability to independently problem-solve when appropriate, and good judgement about when to consult with the Executive Director
● Excellent time management skills
● Experience working with a staff team
● Superb customer service skills with members
● Undergraduate degree, as well as some bookkeeping-related courses
● Accounting degree or Quickbooks certification preferred

Other duties not listed here may be assigned by the Executive Director.

Compensation
This 24 to 32 hour per week position pays from $32-$38 an hour depending on skills and experience. Kehilla Synagogue provides generous paid vacation, holiday and sick leave, as well as a retirement/403(b) match and medical benefits for the employee.

To Apply
Please send a cover letter and a resume of relevant experience to Executive Director Michael Saxe-Taller at employment@kehillasynagogue.org. No phone calls please. Interview process will commence immediately with an application form.