

Job Title: Bookkeeper and Database Manager

Department: Administration

Reports To: Executive Director

FLSA Status: Non-Exempt

Job Summary

- Creates and maintains the synagogue's financial records as well as manages the main membership database for accuracy and report production.

General Accountabilities

- Maintains balance sheet and statement of activities
- Receives, records, and banks cash, checks and vouchers.
- Processes accounts payable invoices timely and updates records in QuickBooks Online.
- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Posts all transactions, in accordance with normal accepted bookkeeping practices.
- Complies with federal, state, and organization policies, procedures, and regulations.
- Compiles monthly statements, and other statistical, financial, accounting, or auditing reports and tables of cash receipts, expenditures, accounts payable and receivable, and profits and losses as requested.
- Reconciles bank statements and notes and reports discrepancies found in records.
- Successfully manages and updates information in membership database.
- Assists Beth El leadership in using membership database for member engagement and fundraising tasks.
- *The synagogue reserves the right to add or change duties at any time.

Job Qualifications

- Education: Associate's degree required, Bachelor's degree preferred
- Experience: 6 months appropriate experience; or equivalent combination of education and experience
- An analytical mind that has the ability to run thoughtful queries in the membership database

Skills

- Familiarity with MS Office Suite and QuickBooks Online; willingness to learn membership database software
- Excellent verbal and written communication skills
- Bookkeeping
- Mathematics
- Accuracy
- Attention to detail

- Critical thinking
- Time management

Benefits

- Great professional development and skill building opportunities. A competitive salary in the non-profit marketplace commensurate with experience. Flexible work hours.

To Apply

- To apply please send a cover letter and resume to jobs@betheldurham.org