



## **NOTICE OF POSITION**

### **Title: Program Director – Bookkeeper**

**Reporting to:** Controller

**Salary:** \$30,000 - \$35,000

**Classification:** Part-Time / Non-Exempt

**Hours:** 25 hours / week

**Location:** The Brick Presbyterian Church, 62 E 92nd St, New York, NY 10128

**Organization:** The Brick Presbyterian Church in the City of New York is a prominent, 1,500 member, nationally-recognized, PC(USA) congregation on the Upper East Side of Manhattan. We have a 250-year history of traditional worship, Christian education, mission outreach and regular fellowship programs. The church is also home to the highly regarded Brick Church School, which provides early-childhood education to over 170 children.

**General Description:** The Bookkeeper is responsible for the accurate recording, maintenance, and reconciliation of financial transactions as part of The Brick Presbyterian Church's overall financial operations. Primary responsibilities include data entry, reconciliations for bank, stewardship, and investment accounts, and maintaining financial records.

The Bookkeeper will work closely with the Controller, Director of Administration and Finance, and other staff members to support financial reporting, audits, and day-to-day accounting functions. The ideal candidate will have strong attention to detail and experience in nonprofit or fund accounting.

### **Major Job Duties:**

- **Data Entry & General Bookkeeping**
  - Record all financial transactions accurately in the accounting system, including accounts payable and journal entries.
  - Maintain and update general ledger records, ensuring completeness and accuracy.
  - Process vendor invoices, verify approvals, and prepare payments (checks and electronic transfers).
  - Maintain accurate records of contributions and stewardship transactions, ensuring donor intentions are properly recorded.
  - Ensure all financial data is entered in a timely and accurate manner.
- **Reconciliations & Account Management**
  - Bank Reconciliations: Reconcile multiple bank accounts regularly and investigate discrepancies.
  - Stewardship Reconciliations: Track and match stewardship contributions, ensuring records align with donor giving and financial reports.
  - Investment Reconciliations: Monitor and reconcile investment accounts, ensuring accurate recording of earnings, gains, and withdrawals.
  - Assist with resolving discrepancies related to any reconciliations in coordination with the Controller.
- **Financial Reporting & Compliance**
  - Assist in preparing monthly account reconciliations for review by the Controller.
  - Support the month-end close process by ensuring all necessary entries and reconciliations are completed.
  - Maintain organized and up-to-date financial records, invoices, and receipts in compliance with accounting policies.
  - Support audits by providing accurate documentation and reconciliation reports as needed.
- **Administrative & Payroll Support**

- Assist in payroll data entry and processing.
- Maintain financial documentation for payroll, vendors, and financial transactions.
- Support general administrative tasks within the finance office as needed.

**Qualifications**

- Associate's degree in accounting, finance, or a related field, or equivalent experience. Bachelor's degree preferred.
- 2+ years of experience in bookkeeping, preferably in a nonprofit or fund accounting environment.
- Strong knowledge of reconciliations, general ledger accounting, and financial data entry.
- Proficiency in accounting software (Sage Intacct) and Microsoft Excel.
- Knowledge of nonprofit accounting and fundraising software, such as Pushpay, is preferred.
- Excellent attention to detail and accuracy in data entry and financial record-keeping.
- Strong organizational and problem-solving skills.
- Ability to work independently while collaborating with the finance team.

**Working Hours & Compensation**

- Part-time position (25 hours per week) with flexible scheduling available.
- Compensation: \$35,000