



Metropolitan New York Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Job description: Full Charge Bookkeeper

Reports to: Chief Financial Officer

Status: Full-time salaried

Summary: Responsible for managing financial records, reconciliations and capable of handling day-to-day accounting tasks with accuracy and efficiency.

Qualifications:

- 5 years of bookkeeping experience.
- Proven ability to manage full monthly bookkeeping cycle independently.
- Advanced knowledge of Excel, including Pivot Tables, VLOOKUP, and TEXT functions.
- Financial experience in a non-profit organization is a plus.
- Proficiency with MIP software a plus.
- AS/AA in accounting is a plus.

Competencies:

- Solid knowledge of account classifications, account coding, reconciliations, and account analysis.
- In-depth knowledge of bookkeeping principles and best practices.
- Proficient in the use of MS Office and financial management software.
- Meticulous attention to detail and financial accuracy.
- Exceptional organizational abilities.
- Self-motivated and able to work with minimal supervision.

Responsibilities:

- Prepare and maintain accounting records in MIP.
- Full cycle Accounts Payable and Accounts Receivable processing.
- Responsible for vendor files and 1099 filing.
- Preparation of monthly bank reconciliations.
- Preparation of monthly selected account analysis.
- Responsible for the mission support remittance process and tracking of congregational commitment forms including data entry into Salesforce and MIP.
- Preparation of bank deposits.
- Preparation of acknowledgement letters for donations as they are received.
- Filing all finance related documents.
- Support monthly and year end close process.
- Assist with the annual audit.
- Additional tasks assigned by the chief financial officer.

Responsibilities will be reviewed after 6 months for adjustments and updates as needed.

Annual Salary range - \$60,000-\$70,000, exempt from overtime.

To apply for this position: Interested candidates should submit a cover letter and resume via email to inquiry@mnys.org

Visit our website www.mnys.org for more information about Metro New York Synod of the ELCA