

Bookkeeper, Limmud North America (Consultant)

Limmud North America (NA) is a registered 501c3 non-profit organisation affiliated with the global Limmud network (www.limmud.org).

The Bookkeeper is a consultant position, based in the US and must be able to work in the US. Contract to commence from March 2019.

Contract based on one day per week, with a possible requirement to work extra days during busier times of the year, and working hours will need to allow occasional contact with Limmud's London office.

The Bookkeeper will be accountable to the Limmud NA Director, Limmud Chief Executive and Limmud Head of Logistics (based in London), Limmud Financial Controller (based in London) on the financial responsibilities of the organisation.

Bookkeeper Job Responsibilities:

A Bookkeeper maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.

Bookkeeper Job Duties:

- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Overview on the financial requirements of the 501(c)(3) non-profit organisation.
- Working with affiliated Limmud network and the head office based in London, UK.

Essential requirements:

- Minimum of two years' experience in accounts.
- Advance knowledge of Accountancy/Bookkeeping software such as Sage
- Knowledge of using online banking systems.
- Experience working within non-profit organisation.
- Advanced experience and knowledge of Excel and other financial software.

Desirable requirements:

- Experience working within the Jewish sector.
- Knowledge of presenting financial reports and payroll.
- Certified Bookkeeper (min. of two years as a Bookkeeper to have this qualification)

Interested candidates please email LNAHR@limmud.org, subject line "**Bookkeeper Limmud NA**" with a covering letter, resume and salary expectation.

Deadline to apply 4 March 2019 and interviews to commence the following week.

February 2019