



JOB OPPORTUNITY

TITLE OF JOB: Adventist Book Center (ABC) Bookkeeper

LOCATION: 1266 E Gun Hill Rd, Bronx NY 10469

FT/PT STATUS: Regular Full Time

PAY RANGE: \$22.00 per hour

POSITION SUMMARY:

Greater New York Conference is seeking a bookkeeper to join our team and oversee financial transactions, accounts, and records. The ideal candidate is detail-oriented, organized, and experienced in managing accounts receivable and payable while maintaining compliance with federal, state, and local regulations.

ESSENTIAL JOB FUNCTIONS:

1. Maintain and update all **Accounts Receivable** records.
2. Process customer payments and ensure timely deposits.
3. Keep all **Accounts Payable** records up to date.
4. Authorize books for Literature Evangelists (LEs).
5. Update and manage inventory records.
6. Review and authorize checks for LEs' benefits based on their classifications.
7. Notify Leaders and Assistants of group sales and outstanding balances.
8. Supervise year-end inventory preparation with the clerks.
9. Prepare and present financial reports as needed.
10. Perform additional duties as assigned by management.

Skills and Qualifications:

- Proficiency in bookkeeping systems, including **chart of accounts** and financial policy development.
- Strong skills in **data entry, record reconciliation, and financial reporting.**
- Knowledge of accounting standards (e.g., SFAS rules).
- High attention to detail, confidentiality, and thoroughness.
- Analytical mindset and ability to handle complex financial tasks.
- Bilingual proficiency Preferred

Preferred Experience:

- Strong background in **accounts receivable and payable management**.
- Experience working with inventory systems.
- Familiarity with filing and ensuring compliance with financial regulations.

ORGANIZATIONAL RELATIONSHIPS:

- Must have both a pleasant personality as well as good telephone manners.
- Must possess the ability to deal tactfully and effectively with other employees within Greater New York Conference and outside personnel.
- Must be able to effectively handle confidential information/situations at all times; and maintain high degree of loyalty and support for supervisors, departments, Greater New York Conference, and the Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS:

Some standing, walking, bending, kneeling, carrying of light items required.

INTERESTED PERSONS:

If interested in the above position, please submit cover letter, resume, and completed GNYC Employment Application to secretariat@gnyc.org. Find the application on the GNYC website at <https://gnyc.org/careers/> All applicants must be eligible to work in the United States.

Apply by January 30, 2024

Apply now to be part of a dedicated team making a meaningful impact through financial stewardship!