



March 2024

**Title:** Bookkeeper – Human Resources Administrator

**Job Type:** Part-time, non-exempt at 24 hours per week

**Reports to:** Executive Director

**Experience:** Accounting, finance, or related field: 3 years (Preferred)

**Education:** Bachelor's degree: (4 years)

**Compensation:** \$30 / hour

**Application deadline:** April 15, 2024

Preservation Long Island (PLI) seeks a qualified individual to join our team in the role of Part-Time Bookkeeper & HR Administrator. In this role, the candidate will play a critical role in supporting the financial and administrative functions of a not-for-profit organization in compliance with regulatory requirements. They will manage all day-to-day accounting transactions and maintain accurate records for general bank reconciliations, payroll allocations, grant-tracking, and reporting to internal and external stakeholders including monthly reports to the Board of Trustees.

## **Key Responsibilities**

### **Bookkeeping & Financial Reporting:**

- Accurately record and classify financial transactions to manage accounts payable and receivable.
- Regularly reconcile bank statements, assist in budget development, and maintain organized financial records.
- Support/facilitate annual tax filings and audits by working with PLI's accountants to ensure compliance with audit requirements.
- Generate financial reports for internal and external stakeholders, including the executive director, board of trustees, and funders.
- Communicate financial information effectively to various stakeholders.
- Monitor and track restricted grant funds for reporting to ensure compliance with funding requirements.
- Implement fund accounting principles for restricted and unrestricted endowment funds.
- Ensure compliance with nonprofit regulations, tax-exempt status, and Generally Accepted Accounting Principles (GAAP) for nonprofits.
- Act as the main point-of-contact for carrier representatives regarding insurance matters.

### **Human Resources Administration:**

- Administer payroll, calculate hours in compliance with employment law, and manage payroll taxes.

- Facilitate employee orientation, maintain confidential employee records, and manage employee benefits programs.
- Develop and maintain an up-to-date online human resources center for internal use.
- Communicate human resources policies, procedures, programs, and laws to staff in collaboration with the Executive Director.

## **Qualifications**

- Awareness of nonprofit accounting procedures and compliance, grant management, and GAAP.
- Effective communication skills with team members, management, and external stakeholders.
- Ethical judgment in handling sensitive financial and employee information.
- Highly organized and tech-savvy with proficiency in online accounting and data management software (e.g. Quickbooks and CRM).
- Efficient time management, organizing, and problem-solving abilities.
- Commitment to continuous learning and staying informed of nonprofit and labor law standards.

## **Education and Experience**

Applicants with a 4-year bachelor's degree and a minimum of three years' experience in accounting, finance, or related fields are preferred.

## **Terms**

This is a non-exempt part-time position requiring a total of 24 hours per week at a rate of \$30.00 per hour (less applicable withholdings). Benefits include paid sick leave calculated on an accrual basis, applicable paid holiday and vacation time. Health insurance is not included. Hybrid in-person/remote scheduling is available.

## **How to Apply**

Interested candidates should submit a resume and cover letter by April 15, 2024 to [ahart@preservationlongisland.org](mailto:ahart@preservationlongisland.org) with the subject "Bookkeeper and HR Administrator Application."

Preservation Long Island is an equal opportunity employer that considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation, or political affiliation. We thank all applicants for their interest; only those selected for an interview will be contacted.