



July 2024

Title: Bookkeeper – Human Resources Administrator

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

Reports to: Executive Director

Compensation: \$30 / hour

Application deadline: August 23, 2024

About Preservation Long Island: Founded in 1948, Preservation Long Island is a 501c3 not-for-profit committed to working with Long Islanders to protect, preserve, and celebrate our diverse cultural heritage through advocacy, education, and the stewardship of historic sites and collections. Preservation Long Island oversees four historic properties, owns and interprets collections of material culture from the region, spearheads advocacy for Long Island's historic resources, and produces educational public programs and special events.

Key Responsibilities

Bookkeeping & Financial Recordkeeping:

- Maintain accurate and up-to-date financial records using Quickbooks
- Accurately classify financial transactions, with consideration of restricted and unrestricted grants and endowments.
- Accounts receivable: record and deposit (with travel to the bank as necessary) all income from programs, events, and sales
- Accounts payable: process invoices, prepare checks, and follow-up with vendors as needed
- Regularly reconcile bank statements, credit card statement, and income from point of sale transactions
- Assist the Executive Director in budget development
- Work with PLI's accountants to support/facilitate annual tax filings and audits.
- Generate monthly financial reports, and others as requested
- Ensure compliance with nonprofit regulations, tax-exempt status, and Generally Accepted Accounting Principles (GAAP) for nonprofits.
- Act as the main point-of-contact for insurance representatives.

Human Resources Administration:

- Be familiar and remain up to date with federal and New York State employment laws and regulations.
- Calculate employee hours and administer payroll via payroll software (ADP)
- 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

- At least three years bookkeeping or accounting experience. Non-profit experience a plus.
- Proficiency with QuickBooks, and familiarity with Microsoft Office Suite
- Proficiency with payroll software, ADP a plus.
- Effective communication skills with team members, management, and external stakeholders and vendors.
- Ethical judgment in the confidential handling of sensitive financial and employee information.
- Efficient time management, organizing, and problem-solving abilities.

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. Benefits include paid sick leave, and paid holiday and vacation time. Health insurance is not included. Hybrid scheduling is available; two days on site in our Cold Spring Harbor office is required.

How to Apply

Interested candidates should submit a resume by August 16, 2024 to Elizabeth Abrams at eabrams@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.