



THE TEMPLE
CONGREGATION ACHDUTH VESHOLOM

Lenny Sarko, Rabbi
Richard B. Safran, Rabbi Emeritus

TEMPLE BOOKKEEPER

We are currently seeking a Bookkeeper to join our team! You will be responsible for maintaining and recording financial transactions of the Temple. The position requires reporting to the Temple Administrator and interacting with Executive Board and Treasurer.

Responsibilities:

- Check and verify source documents such as invoices, receipts, investment reports, ect.
- Prepare monthly financial statements using Quick Books
- Manage accounts payable
- Complete general ledger responsibilities
- Maintain records and assist with fiscal year end compilation by outside CPA

Qualifications:

- Previous experience in accounting, finance, or other related fields
- College degree in Finance or Business Management preferred
- Knowledge of non-profit accounting helpful but not required
- Proficient user of Quick Books accounting software, Microsoft Word and Excel
- Understands and practices confidentiality
- Ability to prioritize and multitask
- Strong organizational skills
- Deadline and detail-oriented

Working Conditions:

- Part-time hours approximately 24-32 hours per week
- Dedicated bookkeeping office on grounds
- Hourly rate commensurate with experience

For more information or to apply, please Contact Temple Administrator Samara Sheray at (260) 744-4245 or cavadmin@templecav.org.