



GREATER NEW YORK CONFERENCE
of Seventh-day Adventists

JOB POSTING FOR

BOOKKEEPER- PUBLISHING

PART-TIME: 19 Hours Weekly: \$15.00 per Hour

DUTIES OF BOOKKEEPER:

Accounts Payable:

- Manage vendor orders and payment to vendors
- Manage payment to Literature Evangelists according to status

Accounts Receivable:

- Receive payment from Literature Evangelists and apply to accounts
- Prepare bank deposits.

Inventory

- Keep inventory stock updated and replenish when necessary.
- Produce sales reports to reflect inventory sales.

- Reconcile inventory stock with Quickbooks and General Ledger
- Supervise clerk in maintaining inventory especially for yearend auditing

Manage Literature Evangelist Records

- Authorize release of books to Literature Evangelists
- Keep detailed files on all Literature Evangelists
- Notify group leaders about group sales performance and pending balances or pending reports.

REQUIREMENTS/QUALIFICATIONS:

- A member of the Seventh-day Adventist Church in good standing.
- A working knowledge of bookkeeping which includes performing a variety of routine calculating, posting, and typing duties to accomplish bookkeeping function.
- A minimum of an Associate Degree, in accounting or bookkeeping preferred - or - Certificate in Accounting or Bookkeeping from an accredited organization. Equivalent experience also considered.
- Proficient in Quickbooks and Microsoft Excel
- Proficient in English and Spanish

INTERESTED PERSONS must send résumé and cover letter to:

Office of the Secretariat

Greater New York Conference

P O Box 5029

Manhasset, NY 11030 - or -

E-mail: chayman@gnyc.org • Fax: (516) 210-0574

DEADLINE: November 20, 2018