



Position: Bookkeeper/Associate Director of Finance

Supervisor: Director of Finance

Salary: \$70-\$75,000 (Full Time, 35 hours per week)

Benefits: include paid vacation, health, vision, dental, as well as a 403(b)-retirement plan.

Anticipated Start Date: ASAP

Position Overview

We are seeking a highly organized, detail-oriented Bookkeeper / Associate Director of Finance to support and strengthen our financial operations. This role is ideal for a finance professional with nonprofit accounting experience who thrives in a mission-based environment and is comfortable managing day-to-day bookkeeping and payroll while contributing to higher-level financial system improvements.

The ideal candidate is proactive, self-sufficient, technologically adept, and experienced with cloud-based accounting platforms. This individual will play a key role in helping the organization evaluate and transition to a new cloud-based financial accounting system.

CPA designation is not required but is a significant plus.

Key Responsibilities

- Manage all day-to-day bookkeeping functions, including accounts payable and receivable
- Pay organizational bills in a timely and accurate manner
- Reconcile bank and credit card statements and investigate discrepancies
- Maintain accurate general ledger entries and financial records
- Assist in monthly, quarterly, annual and ad hoc financial reporting
- Support annual audit preparation and work with external auditors
- Process payroll and coordinate with payroll providers (e.g., Paychex, ADP)
- Monitor cash flow and assist with budget tracking
- Help evaluate, select, and implement a new cloud-based accounting system
- Maintain and improve internal financial controls and processes
- Coordinate with leadership on financial reporting and operational needs



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Required Qualifications

- Experience with nonprofit accounting practices and financial reporting
- Strong understanding of general bookkeeping and accounting principles
- Excellent Excel and financial report preparation skills
- Comfortable handling accounts payable, reconciliations, and discrepancy resolution
- Highly detail-oriented with strong organizational skills
- Quick learner and self-sufficient problem solver
- Proficient in cloud-based accounting systems (e.g., QuickBooks Online or similar)
- Familiarity with payroll processing systems such as Paychex or ADP

Preferred Qualifications

- CPA (not required but a strong plus)
- Experience evaluating or implementing new accounting software systems
- Familiarity with payment processing platforms such as Square or Stripe
- Experience in a mission-based nonprofit environment
- Advanced Excel skills and comfort with financial data analysis

Ideal Candidate Profile

- Mission-driven and aligned with nonprofit values
- Technologically savvy and comfortable with automation
- Organized, analytical, and dependable
- Strong communicator who can work collaboratively across departments
- Comfortable operating independently while supporting senior leadership

To Apply: Please submit a cover letter and resume in a single PDF to asorkin@teatown.org