

ROSLYN LANDMARK SOCIETY

Preserving the Historic Roslyn Community

Bookkeeper: Part Time Job Posting

1.16.24

JOB DESCRIPTION

The Roslyn Landmark Society is seeking a bookkeeper with experience in non-profit accounting, preferably with expertise in construction project financial management. A proven track record with grant funding is a valuable asset. Excellent proficiency in QuickBooks accounting software is essential, along with a sharp eye for detail and unwavering accuracy. Strong communication and interpersonal skills will allow you to collaborate effectively with the team, project director, and board of trustees.

Join our welcoming team and make a real difference in preserving Roslyn's history. We offer a competitive salary, empowered position, and the opportunity to work in a collaborative and rewarding environment.

SUMMARY OF DUTIES & RESPONSIBILITIES

- Report directly to the Executive Director of the Roslyn Landmark Society
- Oversee all financial operations and payroll with the Board treasurer
- Maintain accurate and up-to-date financial records
- Create financial reports and statements
- Maintain & enhance donor/sponsorship financial record keeping
- Assist in granting applications on an accounting level
- Assist in the reconciliation of accounts
- Aid in preparation of 990 and annual audit
- Work closely with Project Director to update and maintain Financial Analysis Ledgers, Financial Payment Reports, and Balance Sheets

QUALIFICATIONS

- € Minimum of bachelor's, Certified Public Accountant license
- € Minimum of five years of accounting experience
- € A proactive approach to problem solving and task management
- € Must have expertise in Microsoft Office 365 & QuickBooks

ABOUT ROSLYN LANDMARK SOCIETY

Since its creation as a 501(c)(3) in 1961, the Roslyn Landmark Society has been at the forefront of the preservation movement on Long Island. Our mission is to preserve and promote the rich history and historical resources in the Village of Roslyn and the surrounding community.

ROSLYN LANDMARK SOCIETY

Preserving the Historic Roslyn Community

Thanks to the hard work and dedication of countless members, volunteers, and elected officials, the village is not only a showcase of historic and iconic American architectural styles but it's also a vibrant community illustrating the economic benefits of good preservation policies. Our organization is a nationally recognized landmark preservation success story.

The Roslyn Landmark Society is an equal opportunity employer that is committed to providing all employees with a work environment free of discrimination and harassment.

JOB DETAILS

Pay: \$25.00 - \$30.00 per hour, based upon experience

Part-Time: Flexible schedule (with some remote work possible), 8–10 hours per week

Location: 36 Main St, Roslyn, NY, 11576

Benefits: N/A

Submit a cover letter and resume to info@roslynlandmarks.org.

