Job Description: Bookkeeper  PT/20 hr wk - May 11, 2022  $25-28/hr.

Earth Matter NY Inc. is a nonprofit organization dedicated to advancing the art, science, and application of composting in and around New York City. Earth Matter NY seeks to reduce the organic waste misdirected into the garbage stream by encouraging neighbor participation and leadership in composting. To learn more about Earth Matter, visit earthmatter.org

Earth Matter NY seeks an enthusiastic individual with ADP and Quickbooks experience for the position of a part-time Bookkeeper and HR finance-related work. The primary responsibility of this position is to support Earth Matter NY with bookkeeping, and fringe benefit management. Most of the duties can be performed remotely (90%), although in-person monthly meetings in our office in lower Manhattan for 2 - 3 hours might be necessary. (Our office is not wheelchair accessible).

Primary Responsibilities:
+Bookkeeping
  ● Experienced bookkeeper managing payroll, reconciliations, general journal entries, reimbursement tracking and transfers, grant expenditure tracking, and monthly financial reporting. Accounts receivable and payable and budgeting
  ● Monitor and review accounting and related systems reports for accuracy and completeness
  ● Responsible for answering questions regarding payroll and resolving payroll or accounting discrepancies in a timely manner
  ● Manage and maintain a calendar of activities and weekly check-in reporting with supervisors
  ● Responsible for preparing quarterly reports for Board of Directors meetings
  ● Coordinates staffs’ HR benefits. Liaise with ADP health and other personnel benefit services
  ● Employee intake/exit compliance (forms), benefits tracking, setup of employees and contractors in the ADP Run Payroll system, and year-end payroll duties
  ● Draft office correspondence, maintain filing, storage of personnel-related paperwork
  ● This position reports to the Executive Director, Board, and also supports HR Liaison

+Insurance-related - manage annual insurance renewals needs
+Accountant tax return preparation
+Additional tasks as needed

Qualifications:
● Bookkeeping, 2-3 yrs background with references
● Advanced knowledge of Quickbooks Online, Excel
● Prior experience with ADP "Run Payroll" preferred
● Excellent written and verbal and interpersonal communications skills; must be able to convey complex concepts in a clear & concise manner
● Self-directed, motivated, highly accountable, flexible, well-organized, detail-oriented
● Excellent written and verbal and interpersonal communications skills; must be able to convey complex concepts in a clear & concise manner

Education/Experience:
● Bachelor’s degree preferred (ideally, in a related field)
● Experience with nonprofits strongly preferred
● Self-directed, motivated, highly accountable, flexible, well-organized and detail-oriented

Qualified candidates please submit a personalized cover letter explaining why you are interested in this job and resume to: jobs@earthmatter.org  No phone calls, please.
Background check required. Earth Matter is an equal opportunity employer.