

**Job Title:** Bookkeeper/Financial Associate

**Location:** Temple Beth Zion, Amherst, NY (Relocating to downtown Buffalo in 2025)

**Hours:** Full time, Monday – Friday, 9am – 5pm, in person/hybrid possible

**Salary:** \$50,000 - \$60,000, commensurate with experience

**Benefits:** Health insurance, Paid Time off (PTO), Paid federal and Jewish Holidays

**Summary:** Temple Beth Zion (TBZ) is seeking a highly organized and detail oriented full time bookkeeper and financial associate.

**Responsibilities:**

- Maintenance of client General Ledger
- Maintenance of Accounts Receivable & Payable
- Recording of deposits
- Reconciliation of bank accounts
- Maintain records
- Reconciliation of balance sheet accounts, & preparation of financial reports and statements
- Assist with budget forecasting
- Administer billing and invoicing
- Generate monthly member statements
- Assist members with questions regarding billing and payments
- Maintain credit card receipts and account coding
- Other duties and responsibilities as needed.

**Qualifications:**

- Advanced knowledge of Quick Books Online
  - Proficiency in Microsoft Excel
  - Strong financial skills
  - A degree in accounting or equivalent experience
  - Knowledge of non-profit accounting preferred
  - Ability to multitask in a fast paced environment
  - Have the ability to work independently and as part of team
  - Knowledge of Jewish holidays and customs is a plus
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- **Application Instructions:** Please submit a resume and cover letter outlining your qualifications and interest in the position to [jobs@tbz.org](mailto:jobs@tbz.org). Position available immediately.

- **About Temple Beth Zion:** TBZ is a vibrant Jewish congregation dedicated to serving the Buffalo community through spiritual, educational, and social initiatives. Founded in 1850, Temple Beth Zion is among the oldest Reform congregations in the United States and the largest in Western New York, where our active community is renowned for its inclusive spirit and commitment to Jewish values. We provide a welcoming home for members of all ages, backgrounds, and orientations, fostering a dynamic environment where everyone can explore and enrich their Jewish identity. Our mission focuses on supporting our members' individual Jewish journeys while serving our broader community with dedication and innovation under the leadership of Senior Rabbi Brent Gutmann and Cantor Susan Lewis-Friedman.

Temple Beth Zion is an equal opportunity employer. All applicants will be considered for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.