

Bookkeeper — Temple Sinai

Status: Part-Time | Remote **Hours:** 12–20 hours per month **Compensation:** \$25–\$30/hour, commensurate with experience **Reports To:** Executive Director

Position Summary

Temple Sinai is seeking a detail-oriented and experienced Bookkeeper to manage the organization's day-to-day financial recordkeeping on a part-time, fully remote basis. This role is ideal for a bookkeeping professional who is fluent in QuickBooks Online and comfortable working independently to keep our financial records accurate, current, and ready for reporting and audit purposes.

Key Responsibilities

- Maintain accurate and up-to-date financial records in QuickBooks Online
- Record and reconcile income, expenses, deposits, and disbursements
- Perform monthly bank and credit card reconciliations
- Process accounts payable and accounts receivable
- Generate and deliver regular QuickBooks Online reports (e.g., Profit & Loss, Balance Sheet, budget-to-actual) to the Executive Director and finance committee
- Categorize transactions consistently with the organization's chart of accounts and fund/program structure
- Assist with month-end and year-end close processes
- Support preparation of materials for annual audit or financial review
- Flag discrepancies or irregularities promptly
- Maintain organized digital financial records and documentation

Qualifications

- Demonstrated, hands-on expertise in **QuickBooks Online**, including report generation and month-end reconciliation workflows
- Prior bookkeeping experience, ideally within a nonprofit or religious/community organization
- Strong understanding of basic accounting principles and fund accounting concepts a plus
- High degree of accuracy, organization, and attention to detail
- Ability to work independently and meet deadlines in a remote setting
- Strong written communication skills for reporting to leadership
- Discretion in handling confidential financial and donor information

Work Arrangement

This is a fully remote, part-time position requiring approximately 12–20 hours per month, with flexibility around scheduling to accommodate monthly close and reporting deadlines. Occasional availability for check-ins with the Executive Director or finance committee is expected.

To Apply

Please submit a resume and brief cover letter describing your QuickBooks Online experience to Executive Director Jenn Daley at jdaley@templesinaino.org.