



## Bookkeeper

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**Department:** Administration  
**Reports to:** Financial Director  
**Positions Supervised:** None

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**Job Status:** Part-time, On-Site  
**Work Schedule:** Weekdays

### Job Summary:

As a growing animal welfare organization, the Southampton Animal Shelter Foundation is looking for an experienced bookkeeper to manage and maintain its financial records. As such, the position is responsible for day-to-day bookkeeping tasks, including accounts payable, accounts receivable, and payroll processing.

### Responsibilities & Duties:

- Maintain accounts payable and receivable
- Process payroll and administer benefits
- Reconcile bank statements and manage cash flow
- Assist with budgeting and financial planning
- Ensure compliance with non-profit accounting standards (GAAP)
- Enter financial data and ensure records are up-to-date
- Provide internal controls and financial risk management
- Maintain confidentiality and integrity of financial information

### Experience & Requirements:

- 2+ years of bookkeeping or accounting experience
- Non-profit accounting experience preferred
- Proficiency in QuickBooks or similar accounting software
- Proficiency in ADP, particularly around payroll preparation
- Strong attention to detail and organizational skills
- Excellent communication and interpersonal skills
- Ability to work in a fast-paced environment with multiple priorities
- Must be animal-friendly

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Please send resume and cover letter to Bea Parash at [bparash@sasf.org](mailto:bparash@sasf.org) including your salary requirement and availability