Part-time Bookkeeper – 14-24 Hours Per Week

Planting Fields Foundation is currently seeking a part-time bookkeeper who will be responsible for managing the bookkeeping for the organization. Primary responsibilities include accounts payable, bank deposits, reconciliations, and other finance-related duties.

Duties + Responsibilities

- Maintaining records according to generally accepted accounting principles including the recordation of general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements
- Applying strong accounting skills, including A/P, A/R, purchasing backup, journal entries, and all bookkeeping through financial statement preparation
- Assists with setting up new hires in the payroll system and processing the bi-weekly payroll.
- Maintains historical records by filing documents.
- Complies with federal, state and local legal requirements.
- Participating in activities needed to support the Director of Finance
- Performing other duties as assigned

Qualifications + Requirements

- Two or more years of office or bookkeeping experience
- Payroll skills and use of common bookkeeping software is required, previous experience in accounting and QuickBooks or related programs.
- Strong knowledge of bookkeeping practices and procedures
- Accuracy and attention to detail is absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits.
- Proficient in Microsoft Office, specifically Excel, Word and PowerPoint
- Ability to work independently with little supervision.
- Ability to organize and prioritize effectively.
- Attention to detail with exceptional level of accuracy.
- Ability to interpret data and make cost effective suggestions.
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures.
- Demonstrated ability in dealing directly with clients.
Additional Information

This is a part-time position based in Oyster Bay, New York. The pay rate range is $25-$30 an hour.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (all in PDF format) to hr@plantingfields.org.

About Planting Fields

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org.