

## Job Posting



PLANTING FIELDS

### **Part-time Bookkeeper – 16 Hours Per Week**

Planting Fields Foundation is seeking a part-time bookkeeper who will be responsible for recording financial transactions and maintaining accurate financial records for the organization. Primary responsibilities include accounts payable and receivable, bank deposits, payroll, and other finance-related duties. We are open to discussing a set weekday schedule that would accommodate the bookkeeper candidate and the Foundation.

#### **Duties + Responsibilities**

- Financial Record Keeping: Maintain accurate and up-to-date financial records using QuickBooks Online. Record and classify financial transactions, including income, expenses, and other financial activities in accordance with generally accepted accounting principles and nonprofit regulations.
- Accounts Payable: Process invoices. Manage accounts payable by accurately recording and tracking transactions. Prepare checks and verify payment accuracy.
- Accounts Receivable: Process accounts receivable and revenues. Record and deposit of all incoming funds from the Foundation's fundraising and earned revenue programs.
- Payroll: Process the bi-weekly payroll with accuracy and confidentiality.
- Work in close collaboration with the Director of Finance and other staff. Perform other duties as assigned.

#### **Qualifications + Requirements**

- Two or more years of bookkeeping or accounting experience. Non-profit accounting experience a plus.
- Intermediate to advanced proficiency in Excel.
- QuickBooks experience a plus.
- Advanced proficiency with Payroll Software. isolved experience a plus.
- Excellent written and verbal communication skills and strong interpersonal skills.
- Accuracy and attention to detail are absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits.
- Ability to organize and prioritize effectively.
- Ability to adapt and work efficiently in a dynamic environment. Eagerness to troubleshoot and problem solve.

## **Additional Information**

This is a part-time position based in Oyster Bay, New York. The pay rate is \$25 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](mailto: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](http://www.plantingfields.org).