**Bookkeeper**   
SPCA Westchester, Briarcliff Manor   
  
SPCA Westchester is a no-kill, 501(c)3 not-for-profit animal welfare organization dedicated to saving homeless, abused and abandoned animals and to protecting animals from cruelty and neglect through education and enforcement of humane laws.   
  
The SPCA is a growing organization that strives to offer as many competitive benefits as possible to attract talented candidates to join our team of dedicated and mission driven staff members. Your skills and individual talents will make a difference in the lives of homeless animals. Benefits include: health insurance, dental, vision, 401K with match and paid time off.

SPCA Westchester seeks an experienced Bookkeeper to provide administrative and operational support to the organization. Full-time position in the office. (Briarcliff Manor, NY)

Primary Responsibilities: Bookkeeping • Ensure the accuracy of SPCA Westchester financials • Create monthly financial statements and other financial reports as needed • Manage Accounts Receivable/Accounts Payable • In tandem with Executive Director, manage annual audit Human Resources: • Run weekly payroll and oversee all benefits administration • Maintain employee files and process timesheets Development • Manage and maintain donor database and donation processing • Verify donor data for accuracy.

Office Management • Maintain office services by organizing office operations and procedures, including processing mail, maintaining inventory and ordering supplies and other office duties as assigned by manager.

Requirements: • Associate’s or Bachelor’s degree in accounting or business administration, or equivalent experience with a non-profit organization • 3+ years of nonprofit bookkeeping experience • Proficiency with QuickBooks, Excel and Microsoft Word • Knowledge of basic accounting • Exceptional communication, writing, interpersonal, and organizational skills. • Ability to work independently and be a self-starter is a must. • Proven ability to thrive in a small, fast-paced environment while prioritizing multiple responsibilities and deadlines. • Must be a collaborative and positive team player with a strong work ethic. • All employees must provide proof of Covid-19 vaccine and appropriate boosters.

Please submit a cover letter and resume to [Shannon@spcawestchester.org](mailto:Shannon@spcawestchester.org).

SPCA Westchester is an Equal Employment Opportunity employer