

Job Title:	Bookkeeper
Industry:	Internet/Online/Media
Benefits:	403B, Health, Dental/Vision
Schedule:	Fulltime, Monday-Friday
Job Location:	Remote
Salary:	\$65K-\$75K

70 Faces Media, the largest and most diverse Jewish digital media company in North America, is looking for a motivated and collaborative Bookkeeper to manage our recently transformed finance operation. This essential position will play a key role in managing our financial operations and driving the overall efficiency of our organization. Reporting to the Chief Operating Officer, you will oversee accounts receivable, accounts payable, payroll processing, and financial reporting. If you have strong attention to detail and experience maintaining accurate financial records, we encourage you to apply and be a part of our dynamic team.

Who You Are:

- You're organized and can work within established systems, while being flexible and open to change.
- You're a motivated self-starter, and you don't need reminders to get the job done.
- Juggling requests from multiple people – and fulfilling those requests quickly – comes naturally to you.
- You're excited by 70 Faces Media and eager to join a team of collaborative, mission-driven colleagues.

Job Responsibilities:

- Perform all accounts receivable functions, including recording receipts of cash, credit card payments and checks, while ensuring accurate tracking of earned revenue and contributions
- Oversee the collections process for accounts receivable, maintaining positive relationships with clients
- Perform accounts payable function using automated online AP software, including managing select vendor contracting process
- Assist in payroll processing and posting of journals into the general ledger; produces quarterly and annual reporting
- Perform bank and credit card reconciliations
- Prepare and review monthly reconciliations of balance sheet accounts and ensure that general ledger accounts are reconciled with resolution to reconciling items
- Prepare and review accruals, fixed-assets, depreciation, revenue recognition and variance analysis
- Support grants administration including: establishing grant in accounting system, and reviewing the expensing of grant funds to ensure compliance with grant guidelines
- Liaise with granting agencies, grant coordinators, auditors, and staff regarding assigned grants. Ensure proper accounting and reporting of grants, which include year- end calculation of accounts receivables and deferred revenues
- Participate in audit preparation and submission of requested audit documentation

- Prepare schedules for quarterly reviews and year-end audit for independent external auditors
- Prepare payroll reports, tax forms and UBIT reporting
- Prepare 1099-MISC reporting for recipients and IRS
- Maintain finance files, storage and organization
- Perform other duties and special projects as assigned

Desired Skills and Experience:

- Thorough knowledge of general accounting concepts procedures and principles
- Accuracy and attention to detail, approaching tasks in a meticulous, thorough and detailed manner
- Can be trusted to keep sensitive information secure
- Superior oral and written communication skills
- Experience with QuickBooks and Fund-based accounting software, Automated AP software (eg Bill) and expenses management software strongly preferred
- Strong Excel and Google Sheets experience
- Ability to communicate in a clear, friendly, professional and proactive manner
- Ability to multitask and meet deadlines
- 3-5+ years of progressive accounting experience, nonprofit accounting experience preferred
- Bachelor's degree in Accounting, Finance or closely related area

About 70 Faces Media:

70 Faces Media is the largest and most diverse Jewish digital media company in North America. Through our expanding portfolio of brands, products, and events, we serve as the digital connective tissue of the Jewish community, meeting people where they are and providing them pathways to deepen knowledge, connection, belonging, and meaning. Our six brands – the Jewish Telegraphic Agency, My Jewish Learning, Kveller, Hey Alma, The Noshier, and the New York Jewish Week – educate, engage, and connect people to Jewish knowledge and Jewish community, seeing a combined 5M+ average monthly page views to their websites and serving 400,000+ regular email subscribers. This is a time of momentum for 70 Faces Media, which is increasingly viewed as being on the forefront of creating infrastructure for Jewish engagement online, and adopting innovative content and marketing strategies for reaching diverse audiences. This dynamic, fast-paced organization now employs a 50-person team, with scores of freelance contributors across North America and around the world.

We Encourage You to Apply:

At 70 Faces Media, we value diversity, and we encourage all to apply. We do not discriminate on the basis of race, religion, color, gender expression or identity, sexual orientation, national origin, citizenship, age, marital status, veteran status, disability status, or any other characteristic protected by law.

How to Apply:

To apply for this position, please send a resume and cover letter to jobs@70facesmedia.org with "Bookkeeper" in the subject line.