



PENDLE HILL

A QUAKER STUDY, RETREAT, AND CONFERENCE CENTER

338 Plush Mill Road
Wallingford, PA
19086-6023
(610) 566-4507
FAX (610) 566-3679

POSITION: Bookkeeper

REPORTS TO: Director of Finance and Human Resources

GENERAL SUMMARY: The Bookkeeper is responsible for day-to-day bookkeeping, financial record keeping, cash receipts, cash disbursements, accounts payable, payroll, benefits administration and other financial management functions in the Business Office.

WORKING ENVIRONMENT: Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential and commuter study programs, weekend workshops and retreats, consultations, scholarship opportunities, publications, bookstore, and conference space on our beautiful 23-acre campus.

DUTIES AND RESPONSIBILITIES:

1. Responsible for daily expense transactions and accounts payable.
2. Prepares expense vouchers, prints checks, and reconciles accounts on a regular basis.
3. Responsible for daily cash receipts and accounts receivable, and prepares daily bank deposits.
4. Monitors accounts to ensure payments are received and cash receipts are accurately recorded.
5. Creates and posts journal entries, and balances general ledger accounts.
6. Reconciles accounts for payable, payroll, inventories, prepaid expenses, liabilities, annual fund, inventories, accounts receivable and other general ledger accounts.
7. Prepares invoices and statements of account.
8. Processes monthly payroll and ensures confidentiality of payroll information.
9. Processes changes to benefits and administers employee benefits.
10. Initiates recruitment process for vacant positions and processes incoming job applications.
11. Reviews various expense contracts with vendors (benefits, utilities, supplies, telecommunications, information technology, food, cleaning services, etc.) and identifies areas for expense reduction or improvements in services.
12. Monitors expenses and ensures that transactions are accurately recorded.
13. Maintains financial records in both paper and electronic formats.
14. Orders office supplies.

15. Maintains office equipment such as copiers, postage machines, fax machines, telephones, etc.
16. Supports the Director of Finance and Human Resources as needed.

DESIRED QUALIFICATIONS:

1. Experience with cash receipts, cash disbursements, accounts payable, and accounts receivable.
2. Strong attention to detail and accuracy in recording daily transactions.
3. Strong analytical ability to reconcile accounts, identify discrepancies, and propose solutions.
4. Ability to recognize changes in employment status and ensure that the monthly payroll processing accurately reflects those changes.
5. Ability to work cooperatively with Pendle Hill staff and customers by utilizing strong customer service skills.
6. Computer experience in Microsoft Excel, Word and QuickBooks software.
7. Ability to handle diverse tasks and accurately and efficiently handle numerous details.
8. Experience with fund accounting desirable.
9. Ability to maintain confidentiality is essential.
10. A welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences.
11. Familiarity with Quaker faith and practices, and/or a willingness to gain and deepen such knowledge.
12. Appreciation for the role of Quakerism in the mission of Pendle Hill. Please see our mission, vision, and value statements as part of familiarizing yourself with Pendle Hill.

TIME EXPECTATIONS:

This is a full-time, exempt position with benefits.

Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal time, housekeeping or maintenance work.

COMPENSATION AND BENEFITS:

Compensation includes cash salary and benefits including medical and dental insurance, retirement, generous paid vacation and holidays, and the opportunity to take Pendle Hill courses for free or at a significantly discounted rate.

Non-discrimination Policy: Pendle Hill encourages the participation of all and seeks to appoint to its staff individuals of diverse backgrounds and to do so without discrimination on the basis of gender, race, color, age, sexual orientation or national origin.

Background Checks: Pendle Hill will conduct a background check for all positions.

INTERESTED? Please submit a current resume, contact information for two references, and a cover letter describing your interest to Sandy Horne at Pendle Hill, 338 Plush Mill Road, Wallingford, PA 19086 or shorne@pendlehill.org
Review of applicants will begin on June 1, 2014.

May 2014