

Position Announcement

Part-time Hourly Bookkeeper

Must be based in the New York City Area

Confluence Philanthropy is a non-profit, membership-based network of 270 foundations, high-net-worth families, and their investment managers, representing a combined \$4 trillion in assets under management.

The Opportunity: Are You the Right Fit?

Confluence is a tight-knit, collaborative team that is deeply engaged with a dynamic membership. Together, we confront some of the most daunting issues of our time – aligning capital with our community’s values of sustainability, equity, and justice. As a team, we are motivated by a sense of urgency. We are prized by our members for thought-provoking and industry-shifting content. We generate action.

Reporting to the Deputy Director and Controller, we are seeking a part-time bookkeeper that will work in our Midtown-based office 5-10 hours per week. This is a new role within the organization. The successful candidate will have significant experience in nonprofit bookkeeping. You’ll support financial tracking, membership payments, event registration and accurate recordkeeping for the annual audit.

Proficiency in financial software (e.g. QuickBooks Online, bill.com, or similar) and attention to detail is essential. We are especially interested in candidates with experience in membership organizations. Invoicing is a big part of this important role.

Location:

Must be available to perform duties of the job on a regular weekday schedule within the office hours from 9:00 am ET to 5:30 pm ET Monday - Thursday. The schedule can be determined based on candidate’s availability in collaboration with the availability of the Controller.

Compensation:

This is a part time hourly position with an expected 5-10 hours per week of work onsite at our Midtown office. The compensation is \$30/hour.

Responsibilities:

Accounts Payable:

- Review, verify, and process vendor invoices in a timely manner
- Prepare and process payments (check, ACH, credit card)
- Maintain accurate records of all accounts payable transactions
- Reconcile vendor statements and resolve discrepancies

Accounts Receivable:

- Generate and deliver invoices to clients/members on a rolling basis throughout the year
- Monitor accounts receivable aging and follow up on overdue accounts
- Apply payments to appropriate accounts and reconcile as necessary

Membership Tracking:

- Maintain accurate records of member accounts, dues, and renewals. Salesforce database entry required.
- Track membership payments and pursue outstanding balances
- Coordinate with other departments to ensure member records are accurate
- Assist with financial reporting and analytics

Qualifications:

- Proven experience as a nonprofit bookkeeper
- Strong financial software skills (e.g., QuickBooks, Bill.com, Salesforce)
- Strong knowledge of bookkeeping and basic accounting principles
- Excellent attention to detail and accuracy
- Strong organizational and communication skills
- Ability to work independently and manage multiple priorities
- An authentic commitment to the social change sector and the value of nonprofits
- A sense of humor and desire to work in a small, positive office environment

To Apply: Submit a resume and cover letter with “Bookkeeper” in the subject line stating how your experience meets the needs of Confluence to hiring@confluencephilanthropy.org. Position open until filled.