

Job Title:

Part-time Bookkeeper & Human Resources Assistant

Location: St. Peter's Community Arts Academy, 149 Genesee Street, Geneva, NY

Position Overview:

St. Peter's Community Arts Academy (SPCAA) is a mission school governed by St. Peter's Episcopal Church. SPCAA is its own entity, a nonprofit 501(c)(3) organization. We are seeking a dedicated and detail-oriented **Bookkeeper and Human Resources Assistant**.

The **Bookkeeper** portion of this role is essential to maintaining accurate financial records, administering accounts receivable/payable, and processing payroll. The **Human Resources Assistant** portion of this role will serve as the primary point of contact for employees, primarily faculty members, regarding benefits enrollment, contributions, required training, and employment compliance.

The Bookkeeper and Human Resources Assistant reports to the Managing Director and plays a crucial role in supporting our mission to provide high-quality arts education through smooth operations and strong internal controls. The Treasurer of St. Peter's Community Arts Academy will provide oversight and support in the management of internal controls.

Key Responsibilities

Bookkeeping:

- Maintain accurate financial records, including accounts payable and receivable, following best practices established by the Vestry/Board of St. Peter's Church and the Finance Committee.
 - Process and post all checks and accounts payable in a timely manner.
 - Work closely with the Registrar to reconcile Accounts Receivable.
 - Assist the St. Peter's Church Treasurer and the Finance Committee in the preparation of monthly financial reports and budget tracking.
 - Maintain financial documentation and records for annual audits.
 - Prepare and process bi-weekly payroll for SPCAA faculty and staff.
 - Provide the Managing Director, Treasurer, and Finance Committee of St. Peter's Episcopal Church with financial reports as requested.
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Human Resources Assistant:

- Serve as the primary point of contact for employee HR inquiries, including benefits, payroll questions, and general personnel policies.
- Coordinate new hire onboarding, including the collection of employment documents, completion of I-9 forms, and background checks.
- Maintain accurate and confidential personnel files in compliance with legal and organizational requirements.
- Track employee trainings, certifications, and annual compliance requirements.
- Assist employees with benefits enrollment, changes, and annual renewal processes.

- Maintain up-to-date records of benefit contributions and coordinate with payroll to ensure accuracy and completeness.
 - Support the Managing Director in updating employee handbooks, policies, and HR procedures to ensure compliance with SPCAA Personnel Handbook.
 - Monitor and communicate compliance with state and federal employment laws and regulations.
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General Support:

- Assist with preparing materials and reports for Board or Committee meetings.
 - Help maintain organized digital and physical filing systems for both financial and personnel records.
 - Contribute to a positive and collaborative team environment that supports SPCAA's mission and values.
 - Other duties as assigned by the Managing Director.
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Qualifications:

- Proven experience as a bookkeeper or in a similar administrative or financial role; experience in an educational or arts setting is a plus.
 - Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite.
 - Strong analytical skills, attention to detail, and database management experience.
 - Excellent communication and interpersonal skills.
 - Ability to maintain confidentiality and handle sensitive information with discretion.
 - A commitment to the mission and values of St. Peter's Community Arts Academy.
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Hours and Compensation:

This is a part-time position, Monday through Friday, with approximately 12-20 hours per week, as agreed upon at the time of hiring.

Competitive hourly wage based on experience, and between \$25 - \$35 per hour.

To Apply:

Please submit a **letter of interest**, your **resume**, and **two professional references** relevant to the position to: **Kirsten Burrall**, kburrall@stpetersarts.org

St. Peter's Community Arts Academy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and students.