



ZETA BETA TAU FRATERNITY JOB POSTING:

PART TIME ACCOUNTING ASSISTANT

ABOUT THIS JOB

This part-time role processes all invoices, credits and sends out monthly statements from the accounting system, assists with collections of overdue accounts receivable, assists with annual external audit, researches and resolves a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies, reconciles prepaid expenses, fixed assets, accrued liabilities and inter-company balances at each month-end, is responsible for completing monthly audit file and ensuring accuracy of it, assists CFO in managing fixed asset entry and monthly depreciation expense calculation, is responsible for matching up monthly credit card expenses and inputting into accounting system, as part of month-end close, performs expense account variance analysis on ad hoc basis, completes all bank reconciliations and performs other duties as required to support CFO.

ABOUT ZBT

Zeta Beta Tau Fraternity was founded in 1898 in New York City and is the world's oldest and largest Jewish fraternity. The Fraternity maintains its status in the Jewish community while welcoming membership to all men of good character. ZBT was the first fraternity to abolish pledge practices and promotes continuous education and equal accountability for all brothers as part of its Brotherhood for a Lifetime slogan.



PROFESSIONAL GROWTH

ZBT offers the chance to grow professionally and personally with staff development opportunities offered throughout the year.



TEAMWORK

ZBT offers the ability to work as part of a dynamic and energetic team where everyone plays an important role in the success of the Fraternity strategic plan.



WORK/LIFE BALANCE

ZBT offers a work environment that values our people.

ABOUT YOU

Five plus years of professional accounting experience is required, with preference given to those candidates who have an Associate's or Bachelor's degree in a related field. This candidate should have experience with monthly and annual auditing procedures and be proficient in Quickbooks. Nonprofit experience is a plus. This position is based in Indianapolis, IN.

APPLY: Send cover letter and resume to slaflin@zbtnational.org