

## **Job Announcement**

# **Bookkeeper**

**SAINT VLADIMIR'S ORTHODOX THEOLOGICAL SEMINARY**

575 Scarsdale Road, Yonkers, NY 10707

Saint Vladimir's Orthodox Theological Seminary, located at 575 Scarsdale Road, Yonkers, NY, seeks a part-time bookkeeper. The Bookkeeper will work 20 hours per week and will report reporting to the Chief Financial Officer. **Duties include:**

- Daily receipting and application of student payments
- Preparation of student invoicing each semester
- Reconciliation of student receivable ledger with general ledger
- Preparation of monthly student statements and collection of receivables
- Daily receipting of SVS Press/Bookstore payments
- Monthly processing of employee credit card receipts with SVS Credit card invoices
- Monthly input of Endowment Investment transactions
- Input of semi-monthly payroll journal entries
- Generation of monthly departmental actual vs budget reports
- Other duties as assigned

**Qualifications:** An undergraduate degree in accounting is preferred. Prior bookkeeping or junior staff accountant experience is necessary.

Please email or send resumes to:

Ms. Melanie Ringa, Chief Financial Officer  
St Vladimir's Orthodox Theological Seminary  
575 Scarsdale Rd, Yonkers, NY 10707  
e-mail: [mringa@svots.edu](mailto:mringa@svots.edu)