

Job Title: Accounting Office Assistant

Location: Wethersfield Estate & Garden, Amenia, NY

Job Type: Part-Time (15 hours per week, on-site, flexible schedule)

Compensation: Biweekly \$20 - \$25 per hour

About Wethersfield Estate & Garden

Wethersfield Estate & Garden is a distinguished cultural and historical estate nestled in the scenic hills of Amenia, New York. Dedicated to the preservation of natural beauty, historic architecture, and cultural arts, we offer a unique and inspiring work environment where history, conservation and horticulture meet. We are currently seeking a detail-oriented and dependable **Accounting Office Assistant** to support our day-to-day financial and administrative operations.

Position Overview

The **Accounting Office Assistant** will play a key role in maintaining smooth and efficient financial processes at Wethersfield. This part-time position is ideal for someone who is highly organized, proficient in accounting and administrative practices, and comfortable working in a professional office setting. This is an on-site role offering a flexible, consistent schedule of approximately 15 hours per week.

Key Responsibilities

- **Accounts Payable Entry:** Input and manage accounts payable transactions accurately and efficiently.
- **Bank Deposits:** Prepare and process regular bank deposits, maintaining accurate records for all transactions.
- **QuickBooks Online Data Entry:** Maintain up-to-date and accurate financial records in QuickBooks Online.
- **Credit Card Processing:** Reconcile and enter credit card transactions, ensuring proper categorization and documentation.
- **Office Administration:** Support general office operations including ordering supplies, filing, document preparation, and recordkeeping.
- **Other Accounting Tasks as Needed:** Provide support for additional accounting and finance-related functions as needed.

Qualifications

- Previous experience in accounting, bookkeeping, or office administration required.
- Proficiency in QuickBooks Online is strongly preferred.
- Familiarity with Microsoft Office and Google Workspace
- Strong attention to detail and organizational skills.
- Ability to manage time effectively and work independently.
- Professional demeanor and excellent communication skills.
- Commitment to confidentiality and discretion in handling sensitive financial information.

Work Environment & Schedule

- On-site position at Wethersfield Estate & Garden, Amenia, NY.
- Flexible schedule; approximately 15 hours per week.
- Collaborative, supportive, and mission-driven team environment.

How to Apply

Qualified candidates are invited to email a resume and a brief cover letter outlining their interest and relevant experience to accountspayable@wethersfield.org. We are committed to building a diverse and inclusive workplace and encourage all qualified individuals to apply.