



**Sixth & I** is seeking an experienced, full-time **Bookkeeper/Staff Accountant**. This position is primarily responsible for managing accounting and financial documents, records, and processes. Confidentiality, excellent organizational and communication skills, and accuracy are required qualifications for this position. The ideal candidate is a skilled multi-tasker, reliable, and committed to consistently meeting deadlines. This position reports directly to the Director of Accounting and Administration.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create and enter General Ledger journal entries
- Maintain and Manage Accounts Payable and Vendor Relations
- Maintain organized filing systems
- Facilitate annual audit as directed by supervisor
- Perform General Ledger reconciliations and resolve coding inconsistencies
- Prepare and maintain annual/monthly interdepartmental financial templates
- Perform other duties as assigned

#### **REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:**

- Three to five (3-5) years of experience working in NPO accounting
- Demonstrable knowledge of industry standard accounting principles
- Three to five (3-5) years of experience with interdepartmental budgeting, financial reporting, and audit compliance
- Strong communication skills
- Demonstrated proficiency with Microsoft Office Suite and QuickBooks

#### **What is Sixth & I?**

Sixth & I is a non-profit center for arts, entertainment, and ideas and a synagogue that reimagines how religion and community can enhance people's everyday lives. Housed within a revitalized historic space dating back to 1908 in the heart of the Nation's Capital, our unexpected mix of cultural and spiritual programs embraces the multi-faceted identities of those we serve and offers wide-ranging, eye-opening, and accessible experiences to inspire more meaningful and fulfilling lives.

Sixth & I is an equal employment opportunity employer.

Salary: \$42,000+ commensurate with experience

FLSA Status: Full-Time, Hourly, Non-Exempt

To apply, please send a cover letter and resume to [jobs@sixthandi.org](mailto:jobs@sixthandi.org), with your name and "Bookkeeper/Staff Accountant" in the subject line. No phone calls or emails please. Candidates will be contacted if there is an opportunity to be interviewed.