



The National  
Center for  
Jewish Film

Job Title:

**Part Time Bookkeeper For Small Non-Profit Institution**

Organization:

**The National Center For Jewish Film**

General office accounting, including accounts payable and revenue transactions, payroll for five employees, processing donations & grants, and artist royalty reports & payments. Assist the staff with other projects, including financial reporting month-end close and annual audit.

Required Skills:

Minimum of 5 years prior bookkeeping experience.

Non-profit experience preferred.

Proficiency with Word, Excel, Quickbooks & Filemaker.

Outstanding organizational skills and attention to detail.

BA required.

Details:

6 to 8 hours per week. Flexible hours. Work on site.

Small, informal office located on the campus of Brandeis University in Waltham, MA.

MBTA Commuter Rail Roberts/Brandeis stop. Free parking.

Send cover letter, resume, three references & salary requirements to:

Sharon Pucker Rivo

Executive Director, The National Center for Jewish Film

ncjfbookkeeping@gmail.com

**National Center for Jewish Film**

NCJF is a unique, independent nonprofit film archive, distributor, resource center & exhibitor, housing the largest collection of Jewish-content film in the world, outside of Israel. Founded in 1976, NCJF has restored more than 100 rare and orphan films that document the diversity and vibrancy of Jewish culture. NCJF is a major film distributor and represents the work of 150 filmmakers. More than 300 films—restored classics and contemporary independent films—are available for public exhibition and DVD purchase. NCJF provides programming consultation and research assistance to 5000 filmmakers, educators & curators annually. For more about NCJF, see [www.jewishfilm.org](http://www.jewishfilm.org).