



TITLE: Staff Accountant

DEPARTMENT: Finance

REPORTS TO: Controller

QUALIFICATIONS:

Education: BS in Accounting required

Experience: Related accounting experience

Skills: Accounts Payable experience; work experience using computerized accounting systems. Skilled in the use of financial applications software, spreadsheets, word-processing, database software and the Internet. Proficiency in data entry and detail-oriented with emphasis on accuracy and reliability. Integrity, initiative, resourcefulness, good verbal and written communication skills and a commitment to excellence is ideal. Highly organized and capable of multi-tasking. Peachtree, Sage and Raiser's Edge experience preferred.

SUMMARY:

The Staff Accountant, will work closely with the Controller to ensure data integrity and timely processing of accounts payable and general accounting journal entries. The Staff Accountant works closely with the Development office staff, ensuring that contributions and other support income are properly accounted for and in a timely manner.

RESPONSIBILITIES:

- Maintains accounts payable.
- Works on the month end close process as required by the Controller.
- Reconciles Raiser's Edge revenue report with cash receipts.
- Prepares, analyzes and cross checks revenue received with Raiser's Edge detail report.
- Assists in the preparation of annual audit.
- Completes all journal entries and reconciliations
- Provides financial status information by preparing special reports; completing special projects.
- Assists the Controller and Chief Administrative Officer with various projects as needed.

- Accomplishes accounting and organization mission by completing related results as needed.
- Other duties as assigned.

How to apply:

Please submit your resume and cover letter to bbbsresume@bigsnyc.org . Please include "Staff Accountant" in the subject line. Applications without a cover letter will NOT be reviewed.

Big Brothers Big Sisters of NYC is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability with respect to employment opportunities. EO/AA Employer. No phone calls please.