



Job Category: Accounting/Finance

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Experience: Minimum 5 years

Posted On: 2 Oct 2024

Application Deadline: 31 Oct 2024

Job Description/Responsibility

- Work closely with development department in preparation of financial statements for grant applications and reporting; assist with the analysis of external financial statements as required.
- With the Director of Finance and Administration, develop consistent transparent methodology for functional expense allocation with emphasis on ease of implementation in support of financial statement preparation.
- With Senior Accountant, maintain organization restricted revenue tracking including multi-year pledges and grants.
- Prepare bi-weekly payroll journal entry ensuring accuracy and data integrity.
- Prepare bi-weekly retirement plan contributions for payment.
- Ensure accurate accounting of employee benefit activity.
- Maintain point-of-sale equipment used during NDI events for merchandise sales including training new users.
- In coordination with Senior Accountant, prepare and execute bank deposits ensuring complete documentation and accuracy.
- Review expense reimbursements for coding and accuracy prior to submittal to accounts payable for processing.
- Manage administrative petty cash including annual canister campaign and bucket brigade.
- Assist in preparation of schedules and collection of support documentation for annual audit.
- Review processes with an eye on eliminating bottlenecks and improving efficiency; identify opportunities for additional process automation.
- As required, prepare analyses of balance sheet and P&L accounts.
- Support NDI events and performances as required.
- Other duties as assigned.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Additional Academic Requirements

- Bachelor's degree in accounting/finance or equivalent work experience.

Experience Requirements

- Minimum 5 years of experience is required.

Additional Experience Requirements

- A minimum of 5-years' experience in non-profit finance and accounting.

Skills Requirements

- Grant management experience, working with a grant portfolio of multiple funders with various compliance requirements and deadlines within a non-profit setting.
- Strong understanding of accounting and financial reporting principles and practices.
- Experience and knowledge of performing arts budgeting and accounting a plus.
- Advanced proficiency in QuickBooks Online, Bill.Com, Microsoft Excel.
- Effective oral and written communication, and administrative skills.
- Highly organized with the ability to multi-task and prioritize daily work, multiple requests or assignments, and deadlines.
- Excellent ability to work well in a team environment, and maintain good working relationships with staff, vendors, auditors, donors, and partners.
- Strong problem solving/analytical skills.

Work Area

- Applicant should have experience of working in the following category(ies): Accounting/Finance

Industry Type

- Experience should include the following skills: NGO/Development

Address: New York, NY, New York, NY, United States

Company Profile: Civic & Social Services

Company Website: <http://www.nationaldance.org/>