



Brooklyn Workforce Innovations
Staff Accountant (P/T)
Position Announcement

Employee Type: Part-Time, 21-24 hours per week, flexible
Department: Administration and Fiscal

Title: Staff Accountant
Status: Non-Exempt

Brooklyn Workforce Innovations (BWI) is a nonprofit workforce development organization. BWI helps jobless and low-income New Yorkers establish careers in sectors that offer good wages and opportunities for advancement (www.bwiny.org). BWI seeks a highly motivated, experienced accounting professional for the position of Staff Accountant to oversee accounting functions for BWI.

The Position

The Staff Accountant is responsible for the day-to-day administration of all organizational financial matters for a non-profit workforce development organization serving 800+ beneficiaries annually with an annual budget of approximately \$6 million. The Staff Accountant will also coordinate activities with programmatic and administrative units and maintain oversight of some external financial relationships.

They will report to BWI's Executive Director and BWI's affiliate organization's Director of Finance.

Specific Responsibilities

- Maintain an accounting system (FundEZ, or "FEZ") with multiple funding streams including foundation and corporate grants, government contracts, and earned income. Tasks include but are not limited to:
 - process checks
 - record cash receipts into FEZ
 - prepare bank deposits
 - reconcile bank statements
 - records payroll entries in FEZ
 - prepare journal entries
 - execute month-end close
 - reconcile vouchers to the GL
- Input and tracking the annual budget by individual units. Enter budget in FEZ.
- Maintain the computerized general ledger to include the tracking of grants, programs, and special events, restricted and unrestricted activity.
- Accurately record and track payroll, revenue, expense, and balance sheet activity.
- Prepare financial and management reports – budget variance in total and by unit, and all contract and grant reports that need fund accounting.
- Ensure that reports are accurate for audits. Prepare audit schedules.
- Work effectively with the Fundraising and administrative staff to ensure accurate financial reporting.
- Create and maintain accountant files.
- Other duties as assigned.

BWI serves a community with a widely diverse population. We will make every effort to ensure that our staff represent, to the greatest extent possible, the population of the community in every way, including income, ethnicity, gender, religion, and sexual orientation. BWI is an equal opportunity, affirmative action employer. We encourage all to apply.

Qualifications:

- Minimum 3 years prior fund accounting experience.
- Prior experience with FundEZ or similar software strongly preferred.
- Non-profit accounting experience strongly preferred.
- Experience reading and deciphering automated payroll reports.
- College degree required; accounting degree preferred.
- Outstanding (oral and written) communication, critical thinking and problem-solving skills.
- Must be goal-driven and results-oriented with a friendly and professional demeanor.
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies and foundations.
- Ability to multi-task and exercise excellent judgment.
- Strong commitment to the missions of BWI and partner organizations.
- Flexibility to work occasional evenings and/or weekends.

Compensation:

Based on experience. BWI offers an excellent benefits package including full health and dental insurance (following a three-month waiting period), life insurance, retirement savings plan, flexible spending and paid time off.

How to Apply:

Email cover letter, resume, and salary history/requirement to Aaron Shiffman, Executive Director, jobs@bwiny.org. No phone calls, please. Please include Staff Accountant in the subject line.

Only applications with a cover letter, resume, and salary requirement will be considered.