

Job Announcement
Non-Profit Bookkeeper - Staff Accountant

UNIT: FINANCE

Employee Type: Full-time, 35 hours/week

Fifth Avenue Committee (FAC) is a 45-year-old nationally recognized South Brooklyn based, non-profit community development corporation and NeighborWorks America chartered member whose mission is to advance economic, social, and racial justice through integrated, community-centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our community's future.

FAC works to transform the lives of over 5,500 low- and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities, and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats displacement caused by gentrification.
www.fifthave.org

Fifth Avenue Committee, Inc. (FAC) seeks a highly motivated individual for the position of Staff Accountant. The Staff Accountant is responsible for the day-to-day administration of all organizational financial matters for two separate and distinct 501(c)(3) corporations with combined budgets over \$11 million, coordination of budget related data between programmatic, fundraising, and administrative units, and management of some external financial relationships.

Description:

Tasks include bookkeeping, budget tracking, government contract reimbursement submissions, expense allocations for grant tracking and management and financial reporting in a complex accounting environment. They will report to the Director of Finance & Information Technology.

Responsibilities:

- Input and track the annual budgets and budget modifications for each corporation by individual units.
- Ensure that expenses are properly entered to various program units based on the agency wide budget.
- Prepare monthly submissions to claim expenses for reimbursement on government contracts and grants.
- Reconcile multiple bank accounts weekly and on the last day of each month, bringing all account activity up to date by identifying any missing transactions and reconciling them so that there are no unreconciled items.
- Maintain an accounting system with multiple funding streams including foundation and corporate grants, government contracts, and earned income from multiple sources, and recapture of costs from affiliated entities.
- Review and recapturing costs on all subcontractor agreements.
- Maintain the computerized general ledger to include the tracking of grants, programs, special events, restricted and unrestricted activity.

- Maintain, jointly with other assigned staff, agency allocation tables to track expenses by revenue source with focus on restricted funding sources.
- Accurately record and track revenue by program based on budget, expenses by program based on budget, and balance sheet activity.
- Support budget planning efforts.
- Review, then prepare and distribute financial and management reports – budget variance in total and by unit, and all contract and grant reports that need fund accounting monthly.
- Work effectively with the fundraising, administrative, property management, housing development, affordable housing lottery and contract management staff to ensure accurate financial reporting.
- Other duties as assigned.

Qualifications:

- Minimum 2-3 years prior fund accounting experience working with and allocating expenses to restricted and unrestricted funding sources.
- College degree required. BS or BBA in accounting, a familiarity with GAAP and the annual audit process.
- Nonprofit bookkeeping/accounting experience strongly preferred.
- Experience reading and deciphering automated payroll reports.
- High comfort level using Excel to format data to streamline the importation of data.
- Ability to multi-task and exercise good judgment.
- Prior experience with Fund EZ or similar software a plus.
- Commitment to FAC’s mission of advancing economic, social, and racial justice.

Compensation:

\$65,000-80,000 annually commensurate with experience. Fifth Avenue Committee offers a comprehensive benefits package including full health, dental and vision insurance benefits (following a 60-day waiting period), voluntary flexible spending plan, 403b retirement plan, and paid leave time including 18 vacation days, 3 personal days and 12 paid holidays.

How to Apply:

Please email **cover letter, resume and salary expectations** indicating “**Non-Profit Bookkeeper - Staff Accountant**” in the subjectline by to:

Roy Nielsen
Director of Finance & IT
Fifth Avenue Committee
621 DeGraw Street
Brooklyn, NY 11217

Email: jobs@fifthave.org

No phone calls, please.

***Fifth Avenue Committee is an equal opportunity employer (EEO).
People of color, community residents, and women are strongly encouraged to
apply.***