



JOB ANNOUNCEMENT: Accountant

Reporting to the Senior Accountant, The Foundation is looking for an organized and driven Accountant to join our Foundation. The Accountant will handle day-to-day accounting transactions. We're an energetic organization and are looking for a passionate individual to join our team and revitalize our record keeping and bring more efficiency to our accounting processes.

Key Responsibilities:

- Process Accounts Payables: including verification of W-9, processing check requests, coding invoices and purchase orders.
- Generating cash disbursements and wire transfers.
- Verify expense requests with budget, process expense authorizations for the Finance department and monitor encumbered expenses.
- Process petty cash replenish, track receipts and prepare petty cash expenses journal entry.
- Perform expense reconciliations.
- Prepare annual 1099.
- Prepare bi-weekly payroll and payroll journal entries.
- Support quarterly reconciliation of 941, and state filing.
- Process Accounts Receivable and Cash Receipts: including daily check deposits, migrating revenue data from Raiser's Edge, update and maintain pledge and accounts receivable schedule.
- Perform revenue reconciliation with Development department.
- Support preparation of financial statements and management reports including monthly budget reports, cash flow and payroll reports.
- Support accurate and timely monthly, quarterly and year-end close processes.
- Assist in preparation of annual fiscal audit; actively participate in the audit processes.
- Maintain files relating to Finance department and Operations.
- Ad hoc tasks upon request.

Qualifications/Experience:

- A Bachelor's degree in Accounting, Finance or related field.
- Minimum of 3 years' experience in not for profit accounting and audit.
- Knowledge of GAAP.
- Proficient in Microsoft Office systems, with advanced Excel skills required.
- Experience with Financial Edge (or if not, experience with similar software).
- Knowledge of Raiser's Edge a plus.
- Must be a detail-oriented person.
- Ability to work independently and in a team setting in a fast- paced environment.

HIRING POLICY:

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

COMPENSATION:

Commensurate with experience

TO APPLY:

Please send cover letter, resume and salary requirements to:

hr@nywf.org

or

The New York Women's Foundation

Attention: Human Resources

39 Broadway, 23rd Floor

New York, NY 10006

NO TELEPHONE CALLS PLEASE