



TITLE: BOOKKEEPER

BACKGROUND:

Urban Strategies, Inc. (USI) is a Brooklyn based 501c3 non-profit, social service agency that endeavors to continuously strive to promote, empower, enhance, motivate, and contribute to the general well-being of the youth and families in the community at large in New York City. The organization is committed to addressing the critical issues throughout New York City such as homelessness, unemployment, childcare, hunger, and education. USI is hiring a number of positions for a temporary shelter site in Brooklyn, NY.

POSITION SUMMARY:

The bookkeeper will report to the Program Director and is responsible for computing, classifying and recording financial transactions to ensure the financial records are accurate. The bookkeeper delivers support to Urban Strategies, Inc. accounting team through accounts receivables, journal entries, billing, bank reconciliations and other duties as assigned.

QUALIFICATIONS:

- Associate degree or higher in accounting or related field.
- Minimum of three years' experience in bookkeeping, preferably in a non-profit organization.

RESPONSIBILITIES:

- General Ledger Accounting
- Journal Entries
- Cash Disbursements
- Cash Receipts
- Payroll Entry
- Time sheet calculations
- Processes cash transactions, including coding, data entry and monthly reporting and receivables reconciliation
- Processes bank deposits
- Creates invoices from supplied data
- Produces internal reports
- Processes Client folders and updates client files
- Monthly allocation of employee time to program
- Checking and PayPal accounts
- Assists Controller as needed in facilitating the annual Agency audit
- Assists the Accounting Department, as needed, to help produce reports as required by management

Software

- MIP Fund Accounting

- MS Excel
- MS Word
- MS Office Outlook

Annual salary is \$45,000-\$50,000.

Candidates interested in the position should submit a cover letter, resume, and three references to USINYJobs@rfwconsultants.com with “Bookkeeper Position” in the subject line by Friday, November 4, 2022 by 5pm.