

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Bookkeeper
Department: Finance
Reports to: Chief Financial Officer
Hours: Full-time

Responsibilities:

- Assist Payroll Manager with payroll preparation and payroll document management. Act as a backup to Payroll Manager as needed.
- Prepare payroll spreadsheets as needed.
- Maintain payroll files.
- Conduct internal control reviews of all Union Settlement program locations on a quarterly basis (at minimum) to confirm adherence to cash management procedures, control of supplies and procurement procedures.
- Liaise with assistant bookkeepers, administrative assistants, and office managers from all Union Settlement program locations to manage cash management in accordance with policy and procedure.
- Prepare report on cash management at sites.
- Prepare monthly reports for CFO.
- Develop corrective action plans for program sites as needed.
- Additional duties as assigned by the Controller and the CFO.

Qualifications:

- Bachelor's Degree in Accounting, and one year of demonstrated experience working in a non-profit environment or an Associate's Degree in Accounting and 3 years experience.
- Demonstrated experience and knowledge of government contracts and multiple funding sources, and knowledge of general accounting principles.
- Experience with payroll preparation.
- Experience with cash management.
- Strong computer skills, with demonstrated experience in accounting software, especially in Microsoft Excel and Word.
- Knowledge of MIP accounting software desirable.
- Must be able to work independently and meet deadlines while coordinating with fiscal team.
- Excellent written and verbal communication skills and organizational skills essential.

To Apply:

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:

jobs@unionsettlement.org

Please indicate Bookkeeper in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER