

Job Opening - Part-time Bookkeeper
Greenbelt Conservancy, 200 Nevada Avenue, Staten Island, NY 10306

The Greenbelt Conservancy seeks a part-time bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as excellent customer relations and the ability to communicate clearly. The Greenbelt Conservancy is a not-for-profit organization that works in partnership with NYC Parks to promote, sustain and enhance Staten Island's 2,800-acre Greenbelt through education, recreation, conservation and research.

QUALIFICATIONS:

Strong working knowledge of accounting; knowledge in MS Excel, QuickBooks and standard office procedures; possess excellent interpersonal communication skills, well organized and consistent follow-up practices; Bachelor's degree in Accounting or equivalent work experience plus 3- 5 years of experience in the non-profit sector, including grant management and reporting.

JOB SUMMARY:

Performs a variety of accounting duties involving preparation of financial transactions; maintenance, validation and reconciliation of records and ledgers of Greenbelt Conservancy and its associated programs.

DUTIES:

- Reconcile bank/general information for various bank accounts
- Track cash flow of general funds operating account
- Post expenditures and receipts to appropriate accounts, ensuring necessary documentation and substantiation of billings
- Prepare checks for vendors/contractors and expenditure reimbursements
- Process receipts for bank deposits
- Reconcile cash receipts from Carousel and Nature Center operations
- Responsible for payroll transactions and personnel files
- Responsible for purchasing functions
- Maintain record of grant awards and receipts
- Assist with composing budget reports
- Maintain liaison with Conservancy subsidiaries regarding financial transactions
- Prepare updates and distribute reports and statements as directed
- Prepare monthly statement of Activity and Balance

Sheet reports and reconciliation to the Finance Committee.

- Prepare reports required by the Park Administrator/Executive Director, the Board and auditors
- Act as Liaison to Finance Committee
- Assist in composition of Annual Budget
- Assist in preparation of Audited Financial Statements
- Assist in preparation of Form 990

Salary is commensurate with experience. The Greenbelt Conservancy is an equal opportunity employer.

To apply, Email cover letter and resume to steven.cain@parks.nyc.gov



The Greenbelt Conservancy works in partnership with
New York City Department of Parks and Recreation.