



## **JOB DESCRIPTION**

### **Finance Associate**

#### **Accounting/Finance Associate**

NYCP is seeking an accounting professional to join our Finance team. The Accounting/Finance Associate reports to the Senior Director of Finance and will provide support to the Finance team in a variety of accounting/financial duties including but not limited to general ledger recording, financial reporting, verifying, reconciling and analyzing various financial data, as well as government grants oversight and budgeting. The person will work with Program Directors, Development, Senior Management and external constituents.

#### **Responsibilities:**

- Review, reconcile and record journal entries for grant funded programs.
- Ensure accurate recording of financial data in the general ledger, including proper allocations and coding of expenses and revenue.
- Manage the monthly accounting close process.
- Assist Senior Director of Finance with preparing the monthly financial statements.
- Oversee the monthly process, review and submission of voucher reimbursement claims for Government funded programs.
- Ensure compliance of government grants as well as donor requirements by adhering to the terms and conditions of grants and contracts, monitoring grant periods, spending trends, and facilitating budget modifications as needed.
- Assist the Development department with financial reporting to donors.
- Analyze current financial procedures and provide recommendations to improve and streamlining fiscal policies and activities.
- Assist with the agency annual budgeting process.
- Assist with the agency's annual audits, 990 and CHAR500 preparations.
- Ad hoc financial analysis and reporting as needed.

#### **Requirements:**

- At least 3-5 years of experience with a Bachelor's Degree in Accounting or Finance or 8 years experience with an Associate's degree.
- Strong understanding and knowledge of nonprofit accounting and government grants.
- Proficient in Microsoft Office, particularly Excel.
- Strong attention to detail and the ability to analyze and communicate financial data to internal and external constituents.
- Strong oral, written and interpersonal skills.
- Knowledge of FEZ and grants gateway preferred.

- Evidence of good time management, organizational and customer service skills.
- Ability to work collaboratively with a diverse group of people.
- Ability to work on multiple projects and meet tight deadlines.

**What We Offer**

- Medical, Dental, and Vision benefits.
- 403 B Retirement plan.
- Paid Holidays, Sick Days, and Vacation.
- Pre-tax Transit benefits.
- No-cost Life Insurance benefits.

NY Common Pantry is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability status, or any other status protected by law.