



JOB DESCRIPTION

Finance Assistant

The Finance Assistant reports to the Senior Director of Finance and is responsible for a variety of accounting and payroll duties in the Finance Department, as well as assisting the Development Department as needed.

RESPONSIBILITIES

- Accounts payable & accounts receivable
- Perform bookkeeping functions in FEZ
- Process invoices and enter transactions into General Ledger
- Batching of donations for Development
- General Ledger account reconciliation
- Reconciliation of credit cards, bank statements, and petty cash
- Prepare voucher for monthly government contracts
- Payroll support including executing the biweekly payroll
- Assist Staff Accountant and Finance Associate in the month-close process
- Maintain and file all invoices and other financial records
- Assist with audit preparation
- Assist Staff Accountant in end of year 1099 process
- General support to Staff Accountant and Finance Associate
- Special projects as needed for Finance and Development

QUALIFICATIONS

- 2 + year's experience in nonprofit bookkeeping and accounting
- High proficiency in Microsoft Excel
- Experience working with FEZ
- Payroll experience with ADP payroll
- Knowledge of Government grants vouchering
- Ability to work independently and in a team environment
- High level of attention to detail, accuracy and strong communications
- Strong analytical skills
- Ability to manage multiple tasks

What We Offer

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

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