



JOB DESCRIPTION

Position: Bookkeeper (part-time, temporary)
Reports to: Director of Operations
Last Updated: November 2018

DESCRIPTION

Hope for New York (HFNY) mobilizes volunteer and financial resources to organizations serving the poor and marginalized in New York City. Our **vision** is a city in which individuals and communities experience spiritual, personal, social and economic well-being through the demonstration of Christ's love.

HFNY seeks a highly motivated, organized, and detail-oriented individual to primarily handle maintaining financial records and systems in accordance with generally accepted accounting principles (GAAP) and for providing all necessary support and documentation requested by the Director of Operations. Estimated 15-20 hours per week, November 2018 - March 2019.

PRIMARY RESPONSIBILITIES

- Oversee all aspects of the General Ledger utilizing QuickBooks Online
- Perform accounts payable functions, including: recording all invoices, investigating discrepancies and paying invoices in a timely manner
- Record all donations and other payments in QuickBooks Online
- Review and process staff expense reports and reimbursement requests in Expensify
- Review credit card statement transactions, review backup documentation, and coding in Expensify; import and reconcile to QuickBooks Online
- Coordinate filing of all documentation (paid invoices, letters, etc.)
- Process accounts payable and maintain vendor files
- Create and provide monthly reports and financial analysis
- Assist with regular reconciliations of donor records in Salesforce and Quickbooks
- Implement sound fiscal policies, procedures and controls
- Other tasks assigned as needed

JOB QUALIFICATIONS

- 3-5 years experience working with a nonprofit in a Finance or Accounting role
- Proficiency with QuickBooks Online
- Strong computer skills: Proficiency with Excel and/or Google Sheets necessary; familiarity with web-based accounting platforms
- Proven administration and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with keen attention to detail, thoroughness and accuracy
- Demonstrate a high level of professionalism while maintaining discretion, tact and diplomacy
- Self-starter, quick learner, hard worker; able to work independently with minimal oversight
- Demonstrated ability to maintain confidential and sensitive information
- Must-have positive and humble attitude; flexible and adaptable; open to feedback and improvement
- Strong analytical skills and qualitative skills



DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause an undue hardship on Hope for New York's business operations.

Employment at Hope for New York is at-will, which means that either the employee or Hope for New York can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.