

City Parks Foundation
Job Description

Position: Accountant

Start date: Immediate

Salary: \$38,000-\$43,000 + Comprehensive Benefits Package

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. CPF works in over 750 parks citywide, presenting a broad range of free arts, sports and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

This position reports to the Director of Finance and provides support to the Institutional Giving Manager and Development Team.

Responsibilities

- Monthly reconciliation and analysis of general ledger accounts;
- Processing accounts payable and maintaining vendor files;
- Assist in payroll processing and benefits administration;
- Assist with monthly reconciliation of bank and investment accounts;
- Assist in the preparation of audit schedules and financial statements;
- Cross-train with Finance team to backup other staff during temporary absences;
- Work with Development team to identify and structure eligible expenses for significant government contracts;
- Prepare and submit detailed financial and expense reports for reimbursement;
- Steward contracting and subcontracting process, working closely with DPR and other government agencies;
- Participate in fundraising events throughout the course of the year;
- Special projects as necessary.

Qualifications

Ideal candidate should have an accounting degree, at least 2 years of experience and be a team player with excellent organization and communications skills. Proficiency with Excel and Word are necessary. Knowledge of MIP Fund Accounting or Exceed Fundraising software is a plus.

Interested candidates should mail cover letter and resume to:

Finance Department
City Parks Foundation
830 Fifth Avenue
New York, NY 10065
Or email cover letter/resume to: finance@cityparksfoundation.org

City Parks Foundation is an Equal Opportunity Employer. Only potential candidates will be contacted. **No calls or faxes, please.**