

## ACCOUNTING SPECIALIST POSITION

Communities Resist (“CoRe”), a project of Southside United HDFC, seeks an Accounting Specialist to join a team combating gentrification, displacement, social disenfranchisement, and structural injustice through tenant organizing in Brooklyn and Queens.

CoRe is a legal services organization for housing and community justice steeped in the 50-year tradition of community lawyering in North and East Brooklyn. In these communities, we have spent years working together with neighborhood organizations and organizers in representing hundreds of tenants and tenant associations. Our representation has aimed to assist them with enforcing their right to social citizenship by struggling, resisting, and enduring against any attempts to deny working communities, largely of color, their place and their agency. CoRe has arisen out of a collective effort of these communities to ensure that this unique model continues unchanged.

The Accounting Specialist will work closely with the Executive Director and will serve as the primary internal point on all accounting and financial-related needs. The position will be supported by and in collaboration with a team of three dedicated accounting specialists from an external accounting organization. Primary duties include performing work that is directly related to the management/general business operations, with primary focus on administrating nonprofit fiscal operations, financial systems, required grant reporting, month end closings, budgeting and forecasting support.

### **Key roles and responsibilities:**

- Assist Executive Director with all aspects of the organization's accounting and finance activities in accordance with established non-profit accounting principles, practices and procedures including developing and implementing sound fiscal policies, internal controls necessary for quality assurance and successful management of financial operations.
- Ensure bi-weekly payroll is accurately processed, reflecting any changes in employment status or benefit. Manages day-to-day activities of fiscal operations.
- Generate and analyze payroll reports and fulfill information requests needed for grant reporting, financial audits, insurance renewals, grant applications, etc. Serve as the primary administrator of the internal accounting program and assist with record keeping and personnel files.
- Administer financial systems and processes, including analyzing and verifying financial records, general ledger monthly reconciliations like accounts payable and receivable, bank accounts, fixed assets, inventory and purchasing, allocations, and expense accounts.
- Oversee donations, asset management and depreciation, grant management and reporting.

- Effectively and responsibly respond to employee inquiries regarding financial and accounting matters.
- Keep up to date with accounting-related changes, policies, and requirements. Suggest and participate in development of accounting and/or financial policies and controls.
- Support Executive Director and work with donors, vendors, agencies, management, and board members.

**Applicants must have the following qualifications:**

- Bachelor's degree in accounting, finance and/or related field.
- At least three years of accounting experience, preferably at a similar sized nonprofit organization. Finance background or experience highly preferred.
- Familiar with nonprofit accounting and specialized financial rules that pertain to nonprofits exclusively for small to midsize organizations.
- Outstanding communication skills and experience working with staff, management, and board members, vendors, city agencies, donors, and others.
- Ability to work independently with minimal guidance, but also a team player.
- Exceptional time management and prioritization skills, with ability to meet deadlines and time-sensitive needs and attention to detail.
- Demonstrated ability to creatively solve problems and think outside the box.
- Demonstrated ability to exercise discretion and handle confidential matters.
- Strong computer skills and proficiency in using software solutions such as QuickBooks Online, Excel, and Google Docs.
- Strong and evident belief in the mission and values of CoRe.

CoRe is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status. Salary will be commensurate with experience; excellent health and other benefits will be provided. **The position is currently remote but will be a full-time in-office position when offices open around July 2021.**

**Applications will be considered on a rolling basis.**

To apply, forward a cover letter with your resume to:

Lina Lee

Executive Director, Communities Resist

E-mail: [llee@communitiesresist.org](mailto:llee@communitiesresist.org)

Put 'Accounting Specialist' in the subject line