Job Description – ACCOUNTING ASSOCIATE

JOB TITLE: ACCOUNTING ASSOCIATE

PROGRAM: FISCAL

CLASSIFICATION: FULL TIME NON-EXEMPT

HOURS: 35 HOURS PER WEEK

REPORTS TO: FISCAL DIRECTOR

POSITION SUMMARY: Responsible for maintaining the financial records for Chinatown Manpower Project, Inc.

ESSENTIAL DUTIES:

1. Collection of organization incoming revenue, safekeeping and banking of such revenue in a timely manner
2. Recording receipts with responsibility for ensuring that all details are accurately entered and that there is adequate back up documentation for each transaction
3. Ensuring that all invoices are properly authorized and have relevant supporting documentation before processing payments, preparation of checks, obtaining signatures, and responsibility for ensuring that payments are distributed in a timely manner
4. Maintenance of all payroll related documents and distribution of same if necessary
5. Perform reconciliation of all bank accounts as well as other reconciliations of financial records
6. Preparation of audit related schedules and maintenance of all internal financial schedules as required
7. Timely preparation and submission of payment requests and expenditure reports in various forms to funding sources
8. Responsible for ensuring that all financial data is properly and timely booked into the accounting software and making adjusting journal entries if necessary.
9. Responsible for the maintenance of all files within the Fiscal Department
10. Liaise with Donors, Vendors, Funders and Banking personnel as required for fiscal matters, including but not limited to: following up on receivables, providing information on status of payments, providing funders with information as required and communicating with banks
11. Process personnel actions including new staff registration, personnel changes, terminations
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on ADP Portal. Ensure completeness of personnel document and up-to-date of organization policies on ADP
12. Process various payroll related deductions and benefit
13. Reconcile and ensure accuracy and completeness of employee records, including wages and benefits, paid leaves, personnel action records, and other accounting and audit compliance records
14. Enroll/terminate staff in CMP offered benefits such as medical and dental insurance, commuter benefits, etc.
15. Process bi-weekly payroll for the entire organization
16. Performs other Fiscal Department related work as required

QUALIFICATIONS:

1. Bachelor’s degree in Accounting or related field.
2. 3 years of accounting and/or finance experience preferably in a non-profit setting.
3. Excellent communication, organizational, and interpersonal skills.
4. Knowledge of Fund EZ and Payroll system preferred

TO APPLY:

E-mail cover letter and resume in Word or PDF format to hr@cmpny.org. Subject line “Accounting Associate”. No phone call please