JOB ANNOUNCEMENT

POSITION: SENIOR ACCOUNTANT

PROGRAM: MANAGEMENT

CLASSIFICATION: FULL-TIME EXEMPT

REPORTS TO: EXECUTIVE DIRECTOR

BACKGROUND

Celebrating its 50th anniversary, CMP (Chinatown Manpower Project, Inc.) is a not-for-profit workforce and economic development organization dedicated to promoting economic self-sufficiency and career advancement. We serve a diverse population across the Metropolitan New York area, with a distinct track record of supporting the Asian American immigrant community.

CMP is seeking an experienced accounting/finance professional ready to take on fiscal management responsibilities as our Fiscal Director. He/she will assume oversight, operational, and hands-on responsibilities to our $3M organization, nearly 65% of which is government funded.

ESSENTIAL DUTIES

1. Review current fiscal procedures and make recommendations for improving current systems as well as current financial policies and procedures
2. Perform and supervise accounting activities in accordance with Generally Accepted Accounting Principles
3. Have regular monthly meetings with Senior Management, Board Finance Committee, and the full Board to review monthly financial reports, provide financial analysis information, and discuss various financial matters and issues of the organization
4. Supervise daily operational activities of fiscal staff
5. Maintain financial records for various government grants and other funding organizations
6. Prepare financial reports monthly. These would include a balance sheet, income statement by department, budget vs. actual, and related schedules
7. Assist in the preparation of the organizational budget before the start of each fiscal year
8. Assist program directors with the preparation of program budgets and modifications
9. Monitor each department budget and prepare budget vs. actual for variance analysis
10. Work with Senior Management to prepare projections for the year
11. Review and update shared allocation of costs on a regular basis
12. As part of the management team, present financials to the board
13. Coordinate annual financial audits by the board-appointed auditor and by funding sources. Prepare all supporting financial documents and manage audit activities
14. Support the CMP auditor in preparation of Federal/State tax returns as needed
15. Participate and contribute in organizational strategic planning efforts

16. Prepare financial reports and/or vouchers for funding agencies, on a monthly, quarterly, and semi-annual basis, as required. Follow up on payments due
17. Work closely with program directors to prepare budget modifications and monitor their approval with the funding sources
18. Communicate with funding organizations on questions related to fiscal matters
19. Close the books monthly and make sure balance sheet accounts are reconciled
20. 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

21. Enroll/terminate staff in CMP offered benefits such as medical and dental insurance, commuter benefits, etc.
22. Process bi-weekly payroll for the entire organization
23. Record payroll entries in the general ledger
24. Process Accounts Payable
25. Record cash disbursements in the general ledger
26. Manage and monitor credit card process monthly
27. Review and approve credit card expense reports for syncing with CMP accounting software
28. Record cash receipts
29. Reconcile deposits with cash receipt records
30. Reconcile monthly revenue recorded in the accounting system with revenue recorded in the fundraising database system
31. Maintain accounts receivable records
32. Liaise with banks and vendors to execute financial functions
33. Prepare monthly bank reconciliations
34. Other duties as assigned

QUALIFICATIONS

1. Bachelor’s degree in Accounting or related field
2. At least 5 years of accounting experience, preferably in a non-profit setting
3. Experience with government contracts/grants preferred
4. Excellent communication, organizational, and interpersonal skills. Attention to details
5. Knowledge of payroll system
TO APPLY

E-mail cover letter and resume in PDF format to hr@cmpny.org with subject line “Fiscal Director”. No phone calls please