

**Position/Title:** Staff Accountant

**Start Date:** Immediate

**Salary:** Commensurate with experience

**Application Deadline:** April 10, 2015

**Contact:** Please send resume and cover letter to [finance@cityparksfoundation.org](mailto:finance@cityparksfoundation.org)

### **POSITION SUMMARY**

The Staff Accountant will be an integral part of a 4-person Finance team and report to the Accounting Manager. The successful candidate will be an organized, detail oriented professional and will help support an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and IT.

This is a tremendous opportunity for an accountant to develop skillsets while strengthening the internal capacity of a well-respected, high-impact organization.

### **RESPONSIBILITIES**

- Monthly analysis and reporting related to grants/contract management
- Assist in payroll processing and benefits administration
- Assist in processing accounts payable and maintaining vendor files
- Assist in the preparation of audit schedules and financial statements
- Cross-train with Finance team to provide back-up during temporary absences
- Special projects, as needed

### **QUALIFICATIONS**

- Minimum of a B.A. or related degree
- At least 1-2 years of overall professional experience; ideally work for non-profit organizations
- Ideal candidate should have a working knowledge of Google applications and experience with accounting software, preferably MIP, the system used by CPF and with Salesforce, the CRM system used by CPF

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation ("CPF") is the only independent, non-profit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 350 parks citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City's parks into centers of community development, while helping to

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create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. Signature programming includes: SummerStage, Partnerships for Parks, shows at the Swedish Cottage Marionette Theater in Central Park, Tennis/Golf/Track & Field sports programming for kids and seniors, and educational partnerships that promote healthy living and teach environmental science.