

Position/Title:	Senior Accountant
Start Date:	Immediate
Salary:	Commensurate with experience
Contact:	Please send resume and cover letter to finance@CityParksFoundation.org and include the job title in the subject line. Cover letters <u>MUST</u> include salary requirements.

POSITION SUMMARY

The Senior Accountant will be an integral part of a 5-person Finance team and report to the Controller. The successful candidate will be an organized, detail oriented professional and will help support an internal team to cover the following areas: finance, business planning and budgeting, human resources, administration, and IT.

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

RESPONSIBILITIES

- Monthly analysis and reporting related to grants/contract management
- Assist in processing accounts payable and receivables
- Participate in the budget process
- Manage general ledger and assist month-end/year-end close processes
- Assist in payroll processing and benefits administration
- Assist in the preparation of audit schedules, tax returns and financial statements
- Cross-train with Finance team to provide back-up during temporary absences
- Special projects, as needed

QUALIFICATIONS

- Minimum of a B.S. or related degree
- Aptitude for numbers and quantitative skills with strong problem solving and analytical skills
- Ability to function well in a fast paced, team oriented environment
- At least 3-4 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



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ABOUT CITY PARKS FOUNDATION

City Parks Foundation is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At City Parks Foundation, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 300 parks, recreation centers, and public schools across the city -- reach 425,000 people each year. Our ethos is simple: we believe thriving parks reflect thriving communities.

WORKING FOR CITY PARKS FOUNDATION

Benefits include an excellent health care and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

Thank you for your interest in City Parks Foundation. Only potential candidates will be contacted.