

**Position/Title:** **Staff Accountant**

**Start Date:** **Immediate**

**Salary:** **Commensurate with experience**

**Contact:** **Please send resume and cover letter to [cpf-hr@cityparksfoundation.org](mailto:cpf-hr@cityparksfoundation.org) and include the job title in the subject line.**

### **ABOUT CITY PARKS FOUNDATION**

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

### **POSITION SUMMARY**

The position is one of two Staff Accountants who collaborate to carry out most of the day-to-day accounting functions of the organization. They report to the Accounting and Grants Manager. The four-person department works as a team and is headed by the CFO. One Staff Accountant position is currently open.

The department is currently being restructured and many processes re-designed in conjunction with the implementation of a new SAGE Intacct accounting system. This is a tremendous opportunity for an accountant to develop skills on a leading, cloud-based accounting system being a part of a well-respected organization providing important services across the City.

## **RESPONSIBILITIES**

The two Staff Accountants cross-train to cover the following responsibilities, which will be divided between them flexibly based on the needs of the department:

- Processing accounts payable and receivable
- Reconciling bank, credit card and other statements
- Recording cash and EFT receipts from multiple sources
- Assisting in the monthly and annual close processes
- Recording payroll costs from payroll system
- Preparing various journal entries as may be required
- Preparing various account analyses as needed
- Assisting in the preparation of audit schedules and financial statements
- Assisting in preparing reports related to grants/contract management
- Supporting the annual budgeting process
- Carrying out other accounting duties as needed

## **QUALIFICATIONS**

- A bachelors degree in accounting or equivalent formal training
- Minimum of one year of experience working as a financial (not tax) accountant in public accounting or within an organization.
- Ability to work remotely (for the remainder of the pandemic)
- Aptitude for numbers with strong problem solving and analytical skills
- Experience using accounting software and Google Workspace applications (formerly known as G Suite and Google Apps)
- The successful candidate will sustain a positive and collaborative approach to their work, seeking to learn and grow professionally and to make a meaningful contribution as a member of the overall City Parks Foundation family.

## **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.

## **CONTACT**

Interested parties must email cover letter, resume and salary requirements to:

[cpf-hr@cityparksfoundation.org](mailto:cpf-hr@cityparksfoundation.org) Put "**Staff Accountant**" in subject header. Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.