

Position/Title: Accounting and Grants Manager

Start Date: Immediately

Contact: Please send resume and cover letter to cpf-hr@cityparksfoundation.org and include the job title in the subject line.

POSITION SUMMARY

Reporting to the Chief Financial Officer, the Accounting and Grants Manager oversees two staff accountants in carrying out the day-to-day operation of the accounting department. This role also manages grant revenues, grants provided by CPF to community organizations, and funds held for organizations fiscally-sponsored by CPF. The Manager works closely with the development department and with the technical assistance department that serves community groups around the City.

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.*

RESPONSIBILITIES

Grant Revenues :

- Collaborate with the Development Department and program staff as needed to prepare budgets and provide other supporting financial information for proposals for public and private contracts, grants and gifts
- Prepare contractual material as required for funding awards and manage compliance with contractual administrative terms
- Provide invoices, payment instructions and other materials as may be needed to draw down funding and assure that all awarded funding is correctly recorded and actually received
- Prepare financial reports for grantors
- Provide budget vs actual reports to support managers in expending grant funds. Identify spending that is not consistent with grant purposes as well as areas of over- and under-spending and provide timely suggestions for appropriate solutions, from staffing shifts to budget modifications
- Identify and track the satisfaction of restrictions and conditions on funding, and prepare journal entries as needed to release funds from restriction

Community Grants Programs

- Track grants awarded by CPF to other organizations and community groups and the disbursement of grant funds.

Fiscal Sponsorship Services

- Maintain accounts for fiscally sponsored community organizations and for various NYC Department of Parks & Recreation initiatives where CPF acts as fiscal agent
- Track changes in each account, including revenue and other additions, investment earnings and expenditures, and assure that clients and the CPF Technical Assistance department have timely access to accurate account information
- Assure timely execution of payment requests

Accounting/General

- Supervise two Staff Accountants in carrying out the day-to-day activities of the accounting department.
- Support the overall success of the department through a collaborative approach to work and assumption of such responsibilities as may be assigned.
- Collaborate with the Development Department, Technical Assistance team and other staff across the organization as needed

QUALIFICATIONS

- A bachelor's degree in accounting or comparable experience
- A minimum of 5 years of progressive experience with grants administration and accounting in a 501(c)3 environment
- Strong accounting skills and in-depth understanding of fund accounting and accounting for restricted funds and/or government grants
- Ability to develop and present budgets
- Demonstrated ability to collaborate and communicate clearly and effectively across organizational departments and levels
- Strong customer service orientation - a proven desire to support users of financial information
- Strong organizational skills and meticulous attention to detail
- Strong project management skills

WORKING FOR CITY PARKS FOUNDATION

Benefits include excellent healthcare and dental packages, 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, an equal opportunity employer.