



**Position:** Accountant  
**Program/Department:** Finance  
**Reports to:** Chief Financial Officer  
**Work Location:** 285 Schermerhorn Street, Brooklyn, NY  
**Hours:** Full Time

**Position Summary:**

The Staff Accountant assists the CFO and works closely with the outsourced financial management provider, to manage the agency’s audit and compliance activities, including the annual independent audit and federal Single Audit, as well as various funder-generated audits and fiscal reviews throughout the year. The Staff Accountant also provides technical assistance and support to the agency’s program directors and department heads, to help ensure effective budget management on an ongoing basis.

**Responsibilities:**

- Assist CFO in monitoring both in-house and outsourced accounting, financial reporting and internal control systems. Review monthly and year-end financial reports to ensure accuracy
- Under the direction of the CFO, and in consultation with the Chief Compliance Officer, prepare work papers for the annual independent and single audits and for all funder-generated audits and fiscal reviews. Coordinate audit/financial document review activity with all outside auditors and reviewers, and track agency’s progress in meeting all deadlines and responding to inquiries during such processes.
- Assist CFO and outsourced financial managers in the preparation of various financial documentation, including but not limited to budgets and budget modifications; the annual Certified Financial Report (CFR) and revisions thereto; and tax filings (990 and 5500), as needed
- Cross-train to serve as a back-up for other positions in the agency’s Finance Department, particularly in the area of payroll processing
- Manage the work flow from an outsourced financial staff and the internal BCS staff
- Manage the communication from various funding agencies
- Collect and maintain collection of monthly, quarterly and annual reports
- Develop relationships with key operational contacts, both internal and external
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- Other tasks as may be required

**Qualifications:**

- BA in Accounting, with a demonstrated ability to gather, interpret and use data to create reports; strong Excel skills required (Pivot Table.)
- 3-5 years of relevant accounting experience required.
- CFR and/or public accounting expertise strongly preferred; expertise in the application of Generally Accepted Accounting Principles (GAAP) essential.
- Excellent organizational, verbal and written communication skills and great attention to detail required.



Brooklyn Community Services

- Knowledge of Great Plains accounting system and/or experience with government contracts is a plus.

**Contact:**

Email cover letter and resume to:

[careers@wearebcs.org](mailto:careers@wearebcs.org)

In subject line write: Accountant