



Brooklyn Community Services

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

**Position Summary:**

Brooklyn Community Services (BCS) is one of Brooklyn's first and largest non-sectarian social services agencies. BCS, which presently serves more than 10,000 individuals annually, is committed to a broad and diverse range of services including education and childcare; services to strengthen families; and services to foster self-sufficiency for adults.

**Responsibilities:**

- Process voucher and petty cash upon request
- Disburse cash upon receipts/request for petty cash reimbursement
- Process staff travel with double fare MetroCard
- Enter deposits to G/L from cash receipts and accounts receivable and reconcile to Excel spreadsheets.
- Prepare input sheets for deposit from all cash receipts.
- Prepare daily cash position.
- Prepare weekly journal entries for Metro Cards, bi-weekly payroll and EFT.
- Prepare and run periodic and monthly combined cash receipts journal.
- Carrying out bank reconciliations for petty cash replenishing
- Deliver deposit to the bank
- Reconcile and make journal for all cash advances.
- Perform all other duties as assigned

**Qualifications Required:**

- HS Diploma or equivalent

**Qualifications Preferred:**

- Have a minimum of 2 years related experience.
- Must be computer literate with strong Excel skills and basic accounting knowledge.
- Have excellent organizational, verbal, written communication skills and great attention to detail.

**Contact:**

Email Resume and Cover Letter to:

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

In subject line write: Bookkeeper/Clerk