



Intern Job Description

Title: Junior Accountant
Reports to: Director of Finance
Department: Finance
Location: Brooklyn, NY / Bronx, NY
Classification: Part - Time

About the Organization:

Children of Promise, NYC's (CPNYC) reimagines a just society that values the purpose of every child impacted by mass incarceration and removes barriers to create opportunities for children to thrive and achieve their full potential. CPNYC's mission is to support and advocate for the children of incarcerated parents while speaking out against root causes that affect the communities we serve, including systemic racism, poverty, and bias in our nation's criminal justice system. CPNYC has successfully developed an innovative model, the only one of its kind in New York City, which co-locates a licensed mental health clinic and children's centers in Bedford Stuyvesant, Brooklyn, and the South Bronx. CPNYC provides an array of youth development programming and services tailored to each child's individual strengths and challenges and fosters a unique uplifting environment to foster hope and resilience.

Position Overview: The Junior Accountant reports to the Director of Finance and coordinates with Staff Accountant, maintains daily fiscal operation applying the Generally Accepted Accounting Principles (GAAP) that includes analytical work and thorough review of financial records.

Essential Job Functions

- Work with the Director of Finance & Staff Accountant on the day to day, monthly and year-end operations of the Accounting/ Finance Department including financial data entry and filing.
- Assist the processing and recording of accounts payable transactions. Maintain paid expense report and allocation report monthly.
- Assist the processing of cash receipts. Maintain a deposit report monthly.
- Facilitate the agency wide audit and all other contract and close out audits.
- Scan, copy and file financial documentation.
- Request and file the W9 of related vendors and facilitate the preparation of 1099 Tax Form.
- Communicate with other internal departments and external parties.

Required Knowledge, Skills, and Experience

- Fundamental accounting knowledge and related courses such as Financial Accounting, Intermediate Accounting and Non-Profit Accounting
- Experience in excel and other relevant software
- QuickBooks experience preferred, but not required
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced and dynamic work environment
- Excellent analytical and problem-solving skills
- Be able to demonstrate attention to details and good-record-keeping
- Team player and can collaborate with other teams in the organization

- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.

COMPENSATION:

Commensurate with the experience and qualifications of the selected candidate. This position is part-time. We are committed to a diverse, socially just, and welcoming work environment and people of color, people with varying abilities, and people of all sexual orientations and gender identities are especially encouraged to apply.

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Children of Promise, NYC is an Equal Opportunity/Affirmative Action Employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law. EOE, M/F/D/V