

## **JOB ANNOUNCEMENT: Bookkeeper**

Hester Street is seeking a full-charge, full-time Bookkeeper to support the organization's finance team. Experience with non-profit bookkeeping or accounting required.

### **ABOUT HESTER STREET**

Hester Street is an urban planning, design and development nonprofit working to ensure that neighborhoods are shaped by the people who live in them. We offer technical and capacity building assistance to community-based organizations, private firms and government agencies on land use processes, neighborhood planning and design, and public and private community development projects throughout NYC and beyond. We strive for more vibrant, resilient, equitable and just neighborhoods and cities.

Local knowledge, needs and priorities guide our work. We partner with community-based organizations and specialize in crafting project-specific, data-driven, interactive tools and processes to ensure that community participants have both the information and inspiration they need to engage in planning and development decisions.

Our staff of 20 is collaborative, hard-working and passionate about supporting our many nonprofit partners in the fight for a more just, equitable world.

### **ABOUT THE POSITION**

We are seeking a highly organized, detail-oriented self-starter to join our finance team as a full-time Bookkeeper. Working closely with the Director of Finance + Operations, the Bookkeeper will manage our day-to-day accounting and finance systems, including our general ledger, payroll and accounts payable/receivables.

The successful candidate must be a self-starter with the ability to manage multiple priorities, deadlines and contributors. They must be able to work with direction and independently, and exercise discretion when handling sensitive information.

### **Job responsibilities**

- Input and maintain the general ledger in QuickBooks Online.
- Provide weekly reviews of accounts payables and receivables.
- Process payroll and related benefits transactions.
- Reconcile all balance sheet accounts and credit card statements.
- Prepare monthly financial statements for analysis and review.
- Issue all checks for approved bills and manage petty cash system.
- Deposits income regularly.
- Monitor cash flow.

- Record revenue, which includes a combination of private donations, government funding and earned income.
- Process payroll and prepare year-end payroll and vendor statements, including W-2's and 1099s.
- Review the status of any temporarily restricted grants; prepare reports for funding sources, as necessary.
- Prepare the general ledger and other financial records for the annual financial audit.
- Maintain Hester Street's paper and electronic financial records.
- Collaborate with the Director of Finance + Operations to uphold our finance systems and procedure.

## Qualifications

- 3-5 years of nonprofit bookkeeping experience.
- Experience tracking and classifying expenses and income, and proficient with Quickbooks online
- Strong Excel skills, including spreadsheet creation, pivot tables, formulas
- Resourcefulness – demonstrates ability to problem solve, propose improvements, innovate and set priorities.
- Detail Oriented – Highly organized and able to effectively handle multiple projects concurrently and accurately.
- Excellent communication skills.
- Comfort in a small, fast-paced, entrepreneurial non-profit environment.
- Ability to exercise sound judgment, discretion, and tact.

## To Apply

Please send cover letter and résumé to [hrm@hesterstreet.org](mailto:hrm@hesterstreet.org), with "Bookkeeper" in the subject line.

*Hester Street is an Equal Opportunity Employer committed to a workforce that reflects the populations with whom we partner. We seek to build an inclusive organization grounded in respect for differences and encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability or veteran status.*

*Hester Street is a nonprofit organization incorporated as Hester Street Collaborative, Inc.*