



Senior Accountant

This position performs general accounting tasks such as monthly recurring journal entries, investment accounting, grant accounting, bank reconciliations, account reconciliations and analyses, and all other assigned special projects. Performs all work within established accounting guidelines in accordance with library policy. This position reports to the Controller – General Accounting.

Responsibilities:

Primary Duties and Responsibilities

- Prepare monthly, quarterly and annual grant reports for submission to grantors including private foundations and government agencies.
- Prepare private and government grants revenues and expense reconciliations and monthly revenue recognition journals.
- Monitor grant spending against approved budgets by preparing monthly /quarterly grant income and expenditure reports for discussion with relevant program staff.
- Monthly prepare and reconcile Branch bank account.
- Monthly record fine, print and copy revenue on the general ledger.
- Reconcile ABC Pharos credit card transactions, bank statements and merchant statements to general ledger.
- Monthly reconcile ABC Pharos cash transactions to cash in kiosks, cash picked-up by Rapid Armor and General Ledger.
- Prepare schedules for the annual financial audit and the IRS Form 990 *e.g. Accounts Payable, Accrued expenses*
- Perform other related duties as assigned by management

Supporting Duties and Responsibilities

- Prepare monthly general journal entries for the financial reports. Coordinate the preparation of the monthly general ledger financial report in accordance with agreed upon deadlines.
- Review Development contributions and revenues monthly; work with Foundation staff to prepare quarterly reconciliation schedule. Prepares Development journal entries for input into financial system. Performs monthly reconciliation between general ledger financial system (Lawson) and Development database (Raisers Edge).
- Update monthly investment schedules. Prepare and input related journal entries. Reconcile monthly brokerage statement to general ledger. Prepare annual investment summaries detailing investment purchases, sales, interest, dividends, realized and unrealized gains.
- Prepare schedules for the annual financial audit and the IRS Form 990 *e.g. Investments, Contributed revenues and expenses*
- Prepare bank reconciliations for Operating, and Payroll bank accounts
- Maintain updated schedule of Development pledge receivables due from private donors.
- Maintain and updates prepaid insurance and expense schedules. Prepare monthly journal entries.
- Prepare and update all monthly Balance Sheet schedules.
- Prepare monthly payroll accrual journal entry.
- Prepare monthly Cash Ledger posting using Lawson Financial system.
- Calculate all fixed asset additions, retirements, and transfers. Ensure adjustments are processed correctly. Calculate and post depreciation and amortization expenses.
- Reconcile all accumulated depreciation and depreciation expense account activity. Reconciles and balance to general ledger. Maintain fixed asset schedules.

Qualifications:

- Bachelor's Degree from an accredited institution of higher education in Finance or Accounting.
- A minimum of five years of Government/fund accounting experience
- Thorough knowledge of accounting theory, concepts and practices applicable to accounting requirements of non-profit agencies.
- Strong mathematical and analytical skills for monitoring accounting records and resolving accounting problems.
- Must display team spirit, attention to detail, ability to work well with others, be goal oriented, and be able to follow through on projects from initiation to completion
- Must demonstrate the ability to establish work priorities and apply financial accounting principles and methods to daily tasks.
- Computer literate with knowledge of word processing and spreadsheet software applications. Knowledge of Lawson accounting software a plus.

We offer an excellent and comprehensive benefits plan including:

Healthcare & Insurance

- All new hires are eligible to enroll in Emblem Health HIP HMO Preferred Plan
- Dental and optical benefits
- Flexible Spending Account: for childcare and medical expenses
- Long Term Disability & Term Life Insurance

Retirement & Savings

- Participation in the New York State Local Retirement System (NYSLRS): where employees make a contribution of their gross salary, starting at 3% with a cap of 6%
- Several Tax Deferred Annuity Options: 457 plan (New York State Deferred Compensation) and 403b plans (TIAA-Cref and Valic)

Time Off

- Minimum of 3 weeks of paid vacation
- Paid sick time
- Paid holidays

Other Benefit Highlights

- Pre-tax transit and parking benefits
- Education Assistance Program
- Discounts on gym memberships, electronics, rental cars, entertainment and more

Please click [Sr. Accountant](#) link to apply for this role.

Brooklyn Public Library is an equal opportunity employer.