



DOWNTOWN BROOKLYN PARTNERSHIP STAFF ACCOUNTANT

ORGANIZATION BACKGROUND

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing stakeholders; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural and civic assets; and encouraging a unified sense of place and an engaged community.

ROLES AND RESPONSIBILITIES

We are seeking an energetic and forward-thinking Staff Accountant to join our dynamic organization. This entry-level position reports directly to the Controller and is instrumental in the preparation and analysis of all financial reporting. An ideal candidate would be able to thrive in a work environment that requires them to work both collaboratively with all levels of employees and independently. Responsibilities include, but are not limited to the following:

- Preparation of monthly bank account reconciliations;
- Investigation and resolving reconciliation items;
- Assist with accounts payable and accounts receivable
- Prepare of various internal and external financial reports;
- Maintain financial records by analyzing balance sheets and general ledger accounts;
- Reconcile various bank accounts by compiling and balancing financial information;
- Correct accounting errors and post journal entry adjustments;
- Prepare fixed asset depreciation and accruals;
- Update and maintain general ledger accounts through analyzing accounts receivable details and control accounts;
- Support the Controller in preparation of budgets, forecasts, and audits;
- Assist with the implementation of maintenance of internal financial controls and procedures.

QUALIFICATIONS

- 1-3 years’ accounting experience (including internships), or other relevant work experience;
- Bachelor’s degree in Accounting, Business Management, or related field required. Recent college graduates or those who will graduate at the end of the spring semester are encouraged to apply;

- Working knowledge of QuickBooks, Excel, and Word. Experience with other financial ERP systems, such as Intacct, NetSuite, Fund EZ, MineralTree, a plus;
- Experience with financial reporting;
- Ability to analyze information in an objective manner;
- Knowledge of accounting principles and best practices;
- Knowledge of technical accounting skills;
- Ability to be organized, detail-orientated, meet a constant stream of deadlines;
- Possess superior analytical and problem solving skills.

COMPENSATION

Salary commensurate with experience.
Competitive benefits package.

TO APPLY

Interested candidates should email the items below to jobs@downtownbrooklyn.com with the subject line "Staff Accountant"

- Resume and cover letter describing your interest in and fit for the role;
- Salary requirements.

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn's strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.