Ironbound Community Corporation

Job Description Form

Program Name: Ironbound Community Corporation - Fiscal Department

Job Location: 317 Elm Street, Newark, NJ 07015

Job Title: Temporary Junior Accountant

Reports to: Ruby C. De Luna

Title: Controller

Hours: 40 hours p/week

FLSA Status

☐ Exempt
☐ Nonexempt

Type of position:

☐ Full-time
☐ Part-time
☒ Temporary

Other comments:

JOB DUTIES

The Ironbound Community Corporation (ICC) is a 52-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

- Cash management not limited to; recording cash receipt, recording receivables, preparing bank reconciliations
- Prepare monthly close journal entries and update financial data in the database to ensure information will be accurate and available when needed
- Accounts Payable entry and perform reconciliation
- Enter budgets into MIP/Abila accounting software
- Review, analyze GL accounts on weekly basis to ensure all transactions are recorded
- Assist with other special projects and other task that may assign by Controller and CFO.

ROLES AND RESPONSIBILITIES

- Knowledge of accounting principles
- Bank reconciliation knowledge
- Knowledge of fund accounting

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Accounting degree Preferred
- Knows non for profit accounting is a +
- Must have Abila/Sage MIP accounting experience
- Microsoft- word, excel and power point experience.
- Ability to work in a fast pace environment

Equal Opportunity Employer Statement: Ironbound Community Corporation is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, sexual orientation, age, handicap, religion, national origin any other basis prohibited by applicable law.

If interested, please send a resume and cover letter to accountant@ironboundcc.org with the subject line “Temporary Junior Accountant”