

Full-Service Bookkeeper

ERASE Racism is a New York civil rights organization based in Nassau and Suffolk County on Long Island. Our two program initiatives are Inclusive Housing and Education Equity. ERASE Racism seeks a part-time full-service bookkeeper to effectively and ethically manage all aspects of our financial record-keeping.

This position is normally about 10 hours/week, with special fundraising periods that may require 20 hours/week. This is the only accounting staff position at the organization. The pay range is \$35-45, commensurate with experience. You accrue sick time as per New York State law. There are very limited optional benefits for a fee (no organizational health insurance).

Primary Roles and Responsibilities

- Transaction Recording, Categorization, and Filing: Sorting all revenues and expenses, managing and analyzing cashflow and program allocation calculations.
- Bank & Credit Card Reconciliation: Ensuring records match bank statements.
- Accounts Payable/Receivable: Managing vendor payments and invoicing clients.
- Oversight of Payroll (processing is done by a 3rd party) and staff employment records.
- Financial Reporting: Preparing revenue and expense statements and balance sheets, etc..
- Monthly Close & Compliance: Finalizing books monthly and ensuring audit-ready financials.
- May participate in Board and Finance Committee meetings and prepare required documents.

Position Requirements

- A Bachelors Degree required, Masters Degree or related certification preferred
- 5 years of experience with a non-profit organization (preferred)
- Proficiency with Quickbooks (and/or Fund-EZ) and Microsoft Excel
- Working knowledge of authorize.net
- Strong ethics in relation to financial management and accounting practices

This is initially an in-office position (6800 Jericho Turnpike, Syosset, NY), with opportunity for hybrid work after mastery of job tasks. The ideal candidate already lives in Nassau or Suffolk County and is familiar with this region.

You must have a valid license and an insured car in good working order to commute to work (public transportation is not readily available) and occasionally travel to attend meetings or other activities in Nassau and Suffolk Counties. You will be reimbursed for travel to outside meetings and events (but not travel to and from the office). You will not be reimbursed for routine taxi and uber type travel.

To apply for this position please, email a cover letter and a resume to jobs@eraseracismny.org and put "Full-Service Bookkeeper" in the subject line along with your full name.

Please click this [link](#) to view a PowerPoint deck describing ERASE Racism and its impacts over its 25 year history.