

The Brotherhood Sister Sol Job Description: Senior Accountant



March 2021

About The Brotherhood Sister Sol (Bro Sis):

The Brotherhood Sister Sol is a social justice youth development organization that since 1995 has worked to respond to inequality, train young people to become empowered as social change agents, and to expand a vision of equity, racial and economic justice - and opportunity and access for all. We are deeply rooted in teaching young people to: form and hone a moral and ethical code and to undergo a political transformation that leads to understanding the inequity that our youth face directly, as well as those around the world, so that through this education they can become social change makers.

Bro Sis provides holistic and long-term support services to youth who range in age from eight to twenty-two. Bro Sis offers wrap around evidence-based programming such as four-six year rites of passage programming, thorough five day a week after school care, school and home counseling, summer camps, job training, college preparation, employment opportunities, community organizing training, and month long international study programs to Africa and Latin America. Based in Harlem, NY but with a national reach, we publish assorted curricula and collections of our members' writings; train educators from throughout the nation on our approach; and organize and advocate for social change. Bro Sis has earned national recognition for our evidence-based model, receiving an array of awards and funding from a host of national foundations, including Novo Foundation, Doris Duke Foundation, Marlene Nathan Meyerson Foundation, Charles Hayden Foundation, The William R. Kenan Charitable Trust, New York Community Trust, Comic Relief/Red Nose Day, RWilliam Stamps Farish Foundation, and more.

The organization has 30 full-time staff, serves thousands throughout New York City, and has a \$6.5 million dollar operating budget, growing to nearly \$8 million dollars in the coming fiscal year. In addition, we are working to complete an approximately \$21 million capital campaign to fund construction of our new home, which is scheduled for completion in Summer 2021. It is an exciting period of organizational growth and increased impact in our community and beyond.

POSITION SUMMARY

The Accountant will be responsible for key weekly, monthly, quarterly, and annual accounting activities. These activities will include processing and properly coding all accounting transactions, reconciling financial statements and accounts, vendor onboarding, and ensuring data accuracy.

The Accountant will report to the Controller and work closely with program directors.

RESPONSIBILITIES

- Accounts Payable: Input and pay invoices, credit card statements, receipts, and reimbursements - reconcile vendor statements and vendors management
- Accounts Receivable: Assist with invoice preparation and track money owed and other receivables
- Reconcile credit card statements and accounts, and ensure data accuracy
- Review financial records, processes, and accounts to ensure accuracy
- Reconcile bank accounts by compiling, organizing, and balancing financial information

- Correct coding errors and posts journal entry adjustments
- Update and maintain general ledger accounts
- Partner with Controller to ensure accurate and adequate paper and electronic document retention
- Provide support during annual audit
- Perform any other fiscal duties or tasks as assigned or required.

EXPERIENCE & PERSONAL REQUIREMENTS & SKILL SETS

- 5+ years of proven experience in areas mentioned above;
- Bachelor's degree in accounting, finance or business. Master's degree welcomed.
- Must have technical and computational accounting skills as well as an understanding of US GAAP and applicable industry standards.
- Must be detail-oriented with strong organizational, analytical and problem-solving skills.
- Adaptive to a dynamic, rapidly growing work environment.
- Highly entrepreneurial, self-motivated, resourceful and flexible;
- Computer literacy, including proficiency in Microsoft Office;
- Committed to mission of Bro Sis

BENEFITS: At the Brotherhood/Sister Sol, we offer competitive salaries with a comprehensive benefits package including, health, dental, vision and life insurance, 3% employer contribution to 403(b) retirement account. As well as four weeks' vacation in addition to personal days, paid holidays and office closure during Winter Break.

APPLY: Email resume and detailed cover letter to resume@brotherhood-sistersol.org