

STAFF ACCOUNTANT

August 2021

Brooklyn Bridge Park (BBP) is an 85-acre, 1.3-mile public space that stretches along the Brooklyn waterfront. Our mission is to connect people, nature, and the waterfront through inclusive, innovative, and sustainable management and design. Our vision is to contribute to a healthier, more livable city.

- We built an innovative funding model to ensure financial self-sufficiency and independence.
- We practice ecological horticulture to foster and integrate vibrant wildlife habitats in our urban environment.
- We ensure the park's design provides an adaptable public space that is welcoming to all.
- We strive to recruit and retain a diverse workforce that represents the communities we serve.

SUMMARY OF POSITION:

BBP is looking to hire a **Staff Accountant**, who will play a critical role in the day-to-day finance operations such as tracking revenue from permit fees, concessionaires, and assisting in bookkeeping operations. This is a great opportunity to learn tangible skills in budgeting, accounting, revenue management, organizational development, auditing and financial policy development, and financial analysis.

ESSENTIAL FUNCTIONS:

- Process accounts payable.
- Manage open receivables.
- Experience in preparing and reconciling accounts, records, reports and journals.
- Prepare monthly journal entries and reconcile general ledger.
- Assist month-end/year-end close process.
- Assist CFO and Director of Finance during annual financial audit.
- Experience with ABILA and AvidXchange a plus.
- Perform ad hoc assignments upon request.

QUALIFICATIONS:

- BA/BS in Accounting and 2+ years of related experience. Non-profit experience is a plus
- Proficiency in MS Excel, Word, and Outlook required.
- Excellent problem solving and communication skills.
- Ability to work with all levels of staff including senior management and outside vendors/suppliers.
- Hard working and results oriented with strong organizational skill and extremely detail oriented.

- Demonstrated ability to work independently and collaboratively, multi-task, set priorities and meet required deadlines.
- Positive approach, willingness to learn, can-do attitude, sense of humor and grace under pressure.
- Comfortable working in a small organization, including performing a wide variety of functions on an as-needed basis.
- The ideal candidate would be a self-starter and team player.

WORKING AT BBP:

- We believe that BBP is a park for all people. We take pride in our ability to provide the community with a beautiful, functional, clean, and safe green space. Internally, we strive to provide a work environment where employees feel supported, respected, and a sense of belonging.
- Our staff are experts on everything from horticulture to community engagement to park operations and events. The work environment is welcoming, with hardworking and diverse staff who are dedicated to building, beautifying, and maintaining the park.
- We offer benefits like affordable healthcare, retirement plans, tuition reimbursement, and prioritize the importance of work-life balance.

REPORTS TO:

Director of Finance

ADDITIONAL INFORMATION:

- This is a full-time, 35 hour per week, exempt position. 9-5 work schedule.
- During the COVID-19 pandemic, this position is based in our Brooklyn office and remote, in a hybrid capacity. It is expected that the position will be full time in office in the future.
- As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered BBP employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by BBP.

APPLY:

Please submit resumes and cover letters to jobs@bbp.nyc. Use "Staff Accountant" as your subject line.

Brooklyn Bridge Park Corporation is an Equal Opportunity Employer.