



Position: Bookkeeper and Office Manager

Location: New York, NY

ABOUT COMPUTERS FOR YOUTH

Computers for Youth helps low-income children do better in school by improving their learning environment at home. Our signature program selects high-poverty middle schools and then offers all sixth-grade families both training designed to help parents become more effective learning partners and a home computer loaded with educational software. Studies confirm that CFY's programs have significantly improved students' test scores, class effort and have increased parents' confidence and involvement. Since beginning operations in 1999, we have reached nearly 40,000 students and parents from 50+ schools in New York City, Philadelphia, Atlanta, the San Francisco Bay Area and Los Angeles. We are now building a Home Learning Environment sector, including extending our affiliate network to all 50 U.S. states and working to influence national education policy. For more information, please visit www.cfy.org.

POSITION DESCRIPTION

CFY seeks a Bookkeeper and Office Manager to report into the Director of Finance and Administration. We are looking for a multi-faceted individual with relevant experience in bookkeeping, human resources, and office management.

RESPONSIBILITIES

Major responsibilities for the position include:

Accounting and Finance

- Process Accounts Payable; act as primary point of contact for vendors and staff regarding invoices.
- Track Accounts Receivable and trigger escalation as required.
- Prepare and enter bank deposits.
- Conduct monthly reconciliation of bank accounts.
- Prepare and enter month's end closing journal entries.
- Assist Director of Finance and Administration with preparation of budgets and financial statements.
- Assist Director of Finance and Administration in coordination of audit preparation.

Human Resources

- Carry out all onboarding, background check, and termination procedures.
- Process and submit payroll; act as primary point of contact for payroll vendor and staff regarding payroll.
- Track staff leave including vacation time and sick time.
- Field employee benefits questions; serve as primary point of contact for benefits providers and staff regarding benefits.

Office Management

- Organize and maintain office, including implementation of site improvements as needed.
- Procure office supplies.

- Manage relationships with building owner and facilities-related vendors.
- Ensure existing and new employees have appropriate space and equipment; serve as primary point of contact for vendors and staff regarding phones/computers/Internet.
- Maintain inventory of office assets.

QUALIFICATIONS

Outstanding applicants will have a Bachelors Degree and significant relevant prior experience:

- At least five years' experience in bookkeeping (part- or full-time)
- At least three years' experience in human resources (part- or full-time)
- At least three years' experience in office management (part- or full-time)
- Prior non-profit experience preferred
- Strong communication and interpersonal skills
- Ability to multi-task in fast-paced environment
- Proven success at improving systems and procedures
- Strong project management skills
- Familiarity with Intacct a plus

COMPENSATION

Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.

TO APPLY

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, to mmalaspina@cfy.org using the following conventions:

Subject line: Bookkeeper and Office Manager

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis.

Computers for Youth is an Equal Opportunity Employer