

NEW - Nontraditional Employment for Women Development and Finance Coordinator

Organization Description

Nontraditional Employment for Women (NEW) is a nonprofit community-based organization that trains economically disadvantaged women for nontraditional careers that provide a good living wage and benefits. NEW is the longest-running program of its kind in the nation, and has helped thousands of New York City women secure skilled, unionized jobs in the construction, transportation, and utilities industries.

Position Overview

NEW is seeking a full time Development and Finance Coordinator to handle the day-to-day operations of the fundraising and finance units. Responsibilities include but are not limited to:

Development

- Work collaboratively with the Vice President for Development and Communications in preparing funding requests and budgets for potential donors
- Manage contracts for Federal, State and Local grants
- Prepare and submit follow-up reports to existing donors as needed
- Assist with events
- Process acknowledgement letters
- Enter and maintain data in fundraising database
- Maintain all development files

Finance

- Accounts Payable: Match invoices to receiving documents, process check requests, research vendor statements, maintain vendor files
- Accounts Receivable: Follow up on past due accounts, process invoices, apply payments to general ledger, prepare deposits
- General Ledger: Review for incorrect entries, analysis of accounts and budget variances as needed
- Assist in processing payroll
- Prepare bank reconciliations
- Maintain all finance files

Requirements:

Candidate must be conscientious and detail-oriented. Minimum of 3-5 years of work experience in an office environment. Ability to work in a team and multitask. Handle tasks with minimum direction with the ability to meet deadlines. Experience with grants, government contracts, and basic bookkeeping skills preferred.

Salary commensurate with background and experience. Full benefits package. NEW is an EEO Employer.

To Apply

Deadline is August 18, 2008. Please send a cover letter and resume to: jobs@new-nyc.org with DEVELOPMENT AND FINANCE COORDINATOR in the subject line.