

# Senior Bookkeeper (Ece Finance Operations)

Union Settlement Association

New York, NY

Other

Full-time

Onsite

\$35,000 - \$45,000 a year\*

\* annually

Posted on March 26, 2024

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## Organization Statement

### Organizational Summary

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Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 128 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.Â

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Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Union Settlementâ€™s current programmatic portfolio includes 8 core program areas: Early Childhood Education, Youth Development & Opportunity (including after school programs), Family Services (including the Family Enrichment Center and the Family Childcare Network), the East Harlem Community Partnership, Adult Education, Comprehensive Mental & Emotional Healthcare (Mental Health Services), Aging, Health & Wellness Services (Older Adult Centers), and Economic Development. Â Union Settlement serves more than 10,000 individuals and nearly 1,000 businesses every year.Â

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Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visitÂ [www.unionsettlement.org](http://www.unionsettlement.org)

## Responsibilities

### Responsibilities:

- Welcomes and greets all staff, families and guests at the center, determines the nature of their business, and directs them to appropriate person observing all Union Settlement's professional standards.
- Ensures that all guests and consultants sign into appropriate logs aligned to health and safety standards.
- Answer and direct all incoming phone calls for the center; take and relay messages to appropriate party.
- Manages petty cash accounts; reconcile and submit relevant reports.
- Completes forms in accordance with agency procedures.
- Manage all payments for centers under scope (WES, ChildPlus, and other company or regulator systems) and related reports.
- Maintains attendance records and prepare attendance reports.
- Prepares weekly and monthly fee reports inclusive of fee, funding, and CACFP.
- Supports center audits to include preparing audit report for Executive Director, Early Childhood Education and Director, Early Childhood Education.
- Sets up and maintain paper and electronic filing systems for records, correspondence, and other materials.
- Responsible for general administrative duties including but not limited to answering the phone, taking messages, filing, photocopying, maintaining the copy/fax machine, overseeing internal and external mail distribution.
- Opens, reads, routes, and distributes incoming mail and other materials.
- Manage supply and equipment procurement, and maintains inventory in line with appropriate protocols and approval process.
- Learns to operate new office technologies as they are developed and implemented.
- Submits invoices, reports and receipts to Finance Department.
- Accurately and timely manages invoicing and payment coding into internal Finance systems.
- Operates electronic mail systems and coordinates the flow of information internally.
- Provides training and supports orientation and onboarding activities for new staff.
- Supports center-based events as needed.

- Supports information distribution with union dues, health and welfare information, and waivers in coordination with People Operations Department.
- Supports payroll in absence of Director, Early Childhood Education or as needed.
- Works collaboratively with Director, Early Childhood Education and center staff.
- Stay up-to-date with required trainings, best practices, and industry trends.
- Additional duties as assigned.

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## Qualifications

### Qualifications:

- High School Diploma or HSE and two years bookkeeping experience; Associate's Degree or higher in accounting or successful completion of bookkeeping or accounting course preferred.
- Demonstrated experience in payroll, invoice, billing or other bookkeeping positions preferred.
- Ability to demonstrate bookkeeping knowledge via interview and/or agency and funding source exams.
- Demonstrated computer proficiency, especially in Microsoft Word and Excel.
- Excellent verbal and written communications.
- Successful Department of Investigation and State Central Registry clearances required.
- A dedicated work ethic.
- Excellent organizational ability and interpersonal skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Ability to maintain confidential documents and matters.
- A strong desire to help improve the lives of the residents in the East Harlem community.

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- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Visit: [Recruitment \(adp.com\)](https://adp.com)

## Additional Information

### COÂ RÂ EÂ COÂ MÂ PÂ EÂ TÂ EÂ NÂ CÂ IEÂ S

- Organized Workplace:Â The jobâ€™s success depends on systems and procedures, its successful performance is tied to careful organization of activities, tasks and projects that require accuracy. Record keeping and planning are essential components of the job.
- Customer Oriented:Â The job demands a positive and constructive view of working with others. There will be a high percentage of time spent in listening to, understanding and successfully working with a wide range of people from diverse backgrounds to achieve â€œwin-winâ€ outcomes.
- Facilitating Change:Â ApproachesÂ challenges with creativity and flexibility. Demonstrates analytical thinking. Guides change to meet Union Settlementâ€™s goals.
- ApplyingÂ andÂ DevelopingÂ Expertise:Â Embraces and leads the team to achieve milestones.Â SeeksÂ andÂ supportsÂ professionalÂ developmentÂ opportunitiesÂ forÂ teamÂ members.Â ManagesÂ financesÂ andÂ budgets effectively.
- CommunicatingÂ andÂ Collaborating:Â Listens well and actively engages with others with honesty and integrity and holdsÂ teamÂ accountableÂ toÂ theÂ sameÂ standard
- Concrete Organization:Â The ability to understand the immediate, concrete needs of a situation and to establish an effective action plan for meeting those needs.

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Union Settlementâ€™sÂ Diversity,Â EquityÂ &Â InclusionÂ Commitment

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*Union Settlement is an equal opportunity employer. They do not discriminate on the basis of race, color, religion, marital status, age, national origin, physical or mental disability, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*

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