**Job Description / Announcement**

**Girls Incorporated®**

**of Long Island**



**Inspiring all girls**

**to be strong,**

**smart, and boldSM**

**Position: Part-time Bookkeeper, 5-8 hrs/week**

**Responsible to:** Executive Director

**Location:** Deer Park, NY

**ORGANIZATION:** Girls Inc. of Long Island inspires all girls to be strong, smart, and bold through life-changing programs and experiences that help girls navigate gender, economic, and social barriers. Research-based curricula, delivered by trained, mentoring professionals in a positive all- girl environment equip girls to achieve academically; lead healthy and physically active lives; manage money; navigate media messages; and discover an interest in science, technology, engineering, and math. Learn more about our programs and advocacy at www.girlsincli.org.

**Purpose of Job:** To be responsible for grant-tracking and financial records and reports; clerical support as necessary.

**Principal Responsibilities:**

* Serves as bookkeeper for all accounts of the organization.
	+ Maintains financial records as required by AICPA for non-profit organizations.
	+ Keeps additional records as required by funding sources and grant terms.
	+ Works with auditors/reviewers and provides all necessary information for review/audit.
* Maintains central records on payroll, personnel and insurance.
* Provides reports as requested by Operations Manager, Executive Director and Board Treasurer/Finance Committee
* Maintains inventory and asset list.
* Participates in periodic assessment of own performance.
* Performs other duties as assigned by executive director.

**Qualifications:**

Training plus two years experience in bookkeeping and office management. Experience in non-profit accounting preferred, particularly with Quickbooks or comparable bookkeeping software.

**Application Instructions:**

Please send cover letter and resume to Barbara Joy Beatus, Operations Manager at bjbeatus@girlsinclongisland.org

**Women of Color highly encouraged to apply.**