The Community Resource Center (CRC) empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

CRC is looking to hire an organized and efficient Finance and Reporting Coordinator, with an eye for detail and accuracy to join our organization.

Responsibilities include:

- Provide reporting, bookkeeping and office support to Director of Finance and Human Resources and Executive Director as needed.
- Assist with the data entry of accounts receivable and payable invoices, donor information and processing of checks for Clients and Consultants.
- Assist with the collection of receipts, checks, donations, money orders or any other information from the Directors of the organization and different Departments for further processing.
- Assist with reconciling credit card transactions and entering data in QuickBooks and Donor Perfect.
- Support the processing of bank deposits and retrieval and processing of incoming mail twice a week or weekly.
- Assist with weekly or monthly reconciliations as needed supporting the Consulting Accounting Team.
- Complement and collaborate directly with all staff members gathering and providing information.
- Perform other duties as directed.
- Assist with the generation of reports and gathering of requested information to comply with different grant requirements on a monthly, quarterly, or as needed basis.
- Support the relationship with the Accounting Consultants and collaborate closely with them to solve or address any open bookkeeping or transactional issues.
- Work closely with the Communications and Development Department to ensure the Acknowledgement generation and distribution process to donors is timely and accurate.
- Provide support with specific Human Resources Ad-hoc reports and other responsibilities as directed by the Director of Finance and Human Resources.

Qualifications:
• Strong organizational and time management skills, with the ability to prioritize and manage multiple tasks.
• Good oral and written skills in English and Spanish.
• Strong skills with data entry, data management, and reporting.
• Strong people skills and a customer service-oriented mindset.
• Ability to work with concentration, accuracy, and diligence.
• Basic knowledge of accounting principles, processes, and terminology.
• Ability to perform basic math: addition, subtraction, division, multiplication, and find percentages.
• Ability to work independently and work cooperatively with others.
• Ability to collaborate with employees, organization partners, and clients in a friendly and positive manner.
• Ability to visualize, articulate, and solve complex problems and concepts, and make decisions based on available information.
• Ability to use judgment and discretion.
• Ability to manage multiple tasks simultaneously.
• Ability to use a computer and knowledge of standard and specific business applications, such as computerized accounting, e-mail, electronic spreadsheet development, database, and word processing; ability to learn new software applications.

Supervision:
The Finance and Reporting Coordinator reports directly to the Director of Finance and Human Resources.

Compensation:
This is a part time role ranging from $20,000-23,000.
We offer competitive compensation and benefits packages. This position provides an opportunity to contribute to empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community. Join our team and help us make a difference in the community.

To apply for this position, please submit your cover letter and resume to Luis Zarate at lzrate@crcny.org.