New Jersey Community Development Corporation (NJCDC)

Title: Fiscal Officer

Location: 32 Spruce Street, Paterson, NJ 07501

Job Type: Full-Time (Experienced)

Compensation Type: Salary

Start Date: ASAP

Job Description: The Fiscal Officer implements bookkeeping and accounting functions for New Jersey Community Development Corporation (“NJCDC”), as well as its member entities and subsidiaries. He/she also supports the Chief Financial Officer with all fiscal responsibilities.

Primary Responsibilities:

- Implements bookkeeping and accounting functions for NJCDC entities and subsidiaries including:
  - Accounts Payable
  - Purchasing and procurement
  - Vendor Maintenance
  - Cash Disbursements
  - Accounts Receivable
  - Cash Receipts
  - Payroll
  - Administrative Duties
- Prepare and process accounts payable and ensure prompt payment to vendors
- Work with vendors to resolve issues related to billing
- Handles all correspondence involving accounts payable
- Maintain accounts payable records and vendor files
- Responsible for generating and mailing accounts receivable invoices
- Maintain up-to-date accounts receivable aging reports
- Responsible for all follow up, collection and payment coding
- Assist with payroll functions, as needed
- Performs other related duties as required and assigned

Qualifications:

Required knowledge, skills & abilities:

- Understanding of financial accounting and reporting.
- Strong computer skills (MS Excel, Word, Outlook, internet research, etc.)
- Experience with accounting software programs. (MIP a plus; willing to train).
- Ability to multi-task and adapt to changes quickly.
- An obsessive attention to detail and follow-through.
- Strong organizational skills and problem-solving abilities.
- Ability to create and maintain systems that enhance organizational efficiency.
Exhibit qualities of loyalty, trustworthiness and sound work ethics.
Ability to work well on a team.
Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously as well as take direction as needed.

Educational level:

- Bachelor’s Degree in accounting preferred.

Experience required:

- 1-3 years’ experience preferred in finance and/or accounting.
- Knowledge of nonprofit accounting and public sector finance.
- Experience in bookkeeping for a multi-site organization preferred

Application Instructions: To apply, please use the link below:


About the Organization: New Jersey Community Development Corporation (NJCDC) is a non-profit community development and social service agency located in the City of Paterson with a mission of creating opportunities to transform lives. We employ over 100 individuals performing a wide variety of community development, youth development, educational, supportive housing and social service functions, collectively impacting hundreds of lives each day. You can find out more about us by visiting www.njcdc.org.

New Jersey Community Development Corporation is an Equal Opportunity Employer.