



## *Full-Time Hurricane Sandy Recovery Position – Immediate Availability*

### **BOOKKEEPER**

*NYDIS is a 501(c)(3) non-profit faith-based federation of faith communities, human services providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City.*

Reporting to the Chief Finance and Administrative Officer (CFAO), the Bookkeeper will support the day to day financial management functions for NYDIS' government contracts.

#### **Duties include:**

- Manage all payables for the Sandy Temporary Housing hotel and master lease programs
- Manage all utility contracts and pay monthly utility invoices
- Liaise with individual hotels or landlords to manage financial details of each client's housing
- Maintain complete in-house financial records for every client's placement and payables
- Collaborate with NYDIS' Housing Case Workers track and maintain required documentation
- Provide administrative support for program CFAO & Finance Manager

#### **Qualifications include:**

- Expert in Quickbooks, and non-profit financial management
- Proficient at Microsoft Office, particularly Excel, Publisher, PowerPoint and Outlook
- Exceptional communication and interpersonal skills, in person and on the phone
- Excellent oral and written communications skills – particularly in proofreading
- Highly organized and detail-oriented
- Positive energy and ability to work collaboratively with a small staff
- Experience working with non-profits and/or religious institutions (preferred)

#### **Education and/or Experience:**

- Bachelor's degree required
- 3-5 years' experience in non-profit finance and office administration
- Bookkeeping experience for government contracts preferred

Salary range starts at \$40,000 and is commensurate with experience – with excellent benefits.

***POSITION IS FUNDED BY A ONE-YEAR GOVERNMENT CONTRACT – EXTENSION ANTICIPATED***

**No Phone Calls**

**Send Cover Letter & Resume to [office@nydis.org](mailto:office@nydis.org)**

*All qualified candidates should apply; candidates from ethnic and religious minorities are strongly encouraged to apply. NYDIS does not discriminate against any individual or group for reasons of age, color, creed, culture, gender, gender identity, marital status, mental or physical disability, national origin, religion, sexual orientation, or race.*