

STAFF ACCOUNTANT

POSITION SUMMARY

Type: Full-Time with Benefits

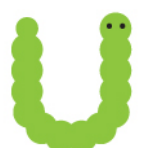
This is an opportunity to join the small Accounting Department at Usdan Summer Camp for the Arts on Usdan's 140 acres architecturally significant campus in Wheatley Heights, Long Island, NY. The Staff Accountant will support the Assistant Controller on all aspects of accounting/HR functions including, but not limited to, supporting the accounts payable/receivable functions of the camp, handling HR, benefits, and onboarding, and working closely with the rest of the camp teams to guarantee accurate recording of the financial operations of the organization and assist with other projects, as needed. This is an exciting opportunity to join a vibrant organization and work within a collaborative and fun environment.

RESPONSIBILITIES

- Assist in reconciling all balance sheet accounts, reviewing for input accuracy, and posting monthly journal entries.
- Assist in month-end and year-end closing, bank and credit card reconciliation, and follow up on unusual items.
- Handle Accounts Payable and process payment in the bank system.
- Handle student billing through Salesforce.
- Responsible for collection and posting payments to students' accounts and issuing refunds.
- Handle payment plans with families and ensure full collection per agreement.
- Follow up with families regarding delinquent accounts.
- Assist with the annual audit by preparing schedules and providing supporting documentation.
- Participate in the onboarding of new employees and exit processes of terminated employees through ADP and Bamboo HR workforce system.
- Assist in enrolling and processing the benefits for full-time employees.
- Perform various accounting, administrative, and other related duties as assigned and required by the role.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience with Salesforce and FUND EZ software is strongly preferred.
- Computer proficiency utilizing Microsoft Excel and Word.
- Demonstrated ability to provide excellent customer service.





- Focused, keen attention to detail and follow-through.
- Excellent written and oral communication skills.
- Strong organization, time management and work prioritization skills.
- Require attending the Information Sessions at the camp in Long Island.
- Weekend work may be required during peak camp registration season and to attend information sessions.
- Positive and inspiring attitude.
- High degree of honesty and ethical standards.

EDUCATIONAL BACKGROUND AND EXPERIENCE

- Bachelor's degree in Accounting (preferred).
- 2-3 years of Accounting/bookkeeping experience.
- Not-for-profit experience is a plus.

COMPENSATION

Usdan offers competitive benefits and retirement package.

TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- Subject Line: Staff Accountant
- PDF files are preferred attachments. No phone calls, please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS, AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.

USDAN SUMMER CAMP FOR THE ARTS

