



.IRONBOUND COMMUNITY CORPORATION

Job Description Form

Program Name:	Administration: Fiscal Department		
Job Location:	317 Elm Street Newark, NJ 07015		
Job Title:	Junior Accountant		
Reports to:	Hazel Applewhite	Title:	Chief Executive Officer

Hours:	FLSA Status	Type of position:	Other comments:
	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

ORGANIZATION DESCRIPTION

The Ironbound Community Corporation (ICC) is a 52-year old nonprofit organization whose mission is to engage and empower individuals, families, and groups in realizing their aspirations and, together, work to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, community development initiatives and family services.

ROLES AND RESPONSIBILITIES

- Cash management not limited to; recording cash receipt, recording receivables, preparing bank reconciliations
 - Prepare funders invoices as directed by accounting manager and CFO.
 - Prepare monthly close entries
 - Prepare yearly audit schedules
 - Maintain staff allocation
 - Knowledge of accounting principles
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- Bank reconciliation knowledge
- Knowledge of fund accounting

JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS

- Accounting degree Preferred
- 3+ non for profit accounting
- Must have Abila/Sage MIP accounting experience
- Microsoft word, excel, and PowerPoint experience.
- Ability to work in a fast pace environment

Core Values

ICC is animated by a core group of values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

Mutual Respect: We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in all of our interactions with clients and colleagues. Examples of this value in action are:

Empathy: We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve. Examples of this value in action are:

Fairness and Transparency: We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback. Examples of this value in action are:

Commitment to Excellence: We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility. Examples of this value in action are:

Accountability: We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened. Examples of this value in action are:

ICC is an Equal Opportunity Employer and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. Not only do we embrace and celebrate the diversity of our community members, but we also strive for the same in our employees. ICC is committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age, citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are looking for a diverse applicant pool and strongly

encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working-class backgrounds to apply.

The salary range/Hourly for this position is commensurate with experience. ICC offers a competitive compensation package including health benefits, a generous time off policy, and a 403(b) plan. Remote work option available for this position.

If interested, please send a resume and cover letter to accountant@ironboundcc.org with the subject line "Junior Accountant"