



**Position:** Senior Accountant, Brooklyn Chamber of Commerce

**Reports to:** Chief Financial Officer, Brooklyn Chamber of Commerce

**Position:** Full-Time (Exempt)

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### **Position Overview**

Newly created position of Senior Accountant is responsible for performing complex accounting needs for Brooklyn Chamber of Commerce and its related entities. Duties include assuming a leadership role to guide staff accountant in daily tasks, reviewing financial data to make forecasting decisions and communicating with executive leadership about changes in financial condition. Senior Account will support Chief Financial Officer in management of government contracts and servicing of loans originated by Brooklyn Alliance Capital, a related entity of Brooklyn Chamber of Commerce.

### **Specific Responsibilities**

- Identify opportunities to streamline processes, resulting in improved efficiency.
- Coordinate annual audits to ensure an efficient and timely process is evidenced.
- Reconcile accounts monthly to ensure accurate reporting and ledger maintenance.
- Assist in the preparation of Monthly Operations Review (MOR), which include Consolidated Statement of Activities (P&L), Consolidated Statement of Financial Position (Balance Sheet), Consolidated Statement of Cash Flows and government contract/grant reporting.
- Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; clearly communicate monthly, quarterly, and annual financial statements; monitor progress and changes and keep executive leadership abreast of financial changes.
- Assist executive leadership in the annual budgeting and planning process; administer and review all financial plans and compare to actual results with a view to identify, explain, and correct variances as appropriate.
- Support CFO's engagement with Board's Audit/Finance Committee around issues and trends in financial operating models and delivery.
- Manage all government grants and contracts including monthly reporting, budget modifications and other compliance matters; ensure expenditures are consistently aligned

with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.

- Manage organizational cash flow forecasting by working in partnership with the program vice presidents to assess financial efficacy of program operations and establish finance and administrative systems to support program operations.
- Manage and track the performance of invested assets in keeping with policies and investment guidelines.
- Manage day-to-day accounting and loan operations of the Brooklyn Alliance Capital.
- Manage accuracy and day-to-day activities of accounts payable, cash disbursement, and payroll.
- Perform monthly general ledger review and reconciliation including inter-company reconciliations among BCC, BA and BAC.
- Oversee bi-weekly payroll processing and recording of necessary journal entries
- Maintain Chart of Accounts for BCC, BA and BAC.
- Maintain a system of controls over accounting transactions.
- Interact, as appropriate, with outside audit firms, insurance brokers, credit card companies and vendors.
- Maintain a documented system of accounting policies and procedures.
- Delegate/educate financial responsibilities to staff accountant as needed.
- Other duties as necessary

#### **Qualifications and Skills:**

- Minimum of a BA; CPA and/or MBA preferred
- Proficient in Microsoft Excel, Word and PowerPoint
- Experience with Microsoft Access considered a plus
- Knowledge of various accounting software applications (Blackbaud, NetSuite, QuickBooks, etc.)
- Excellent oral and written communication skills
- Proven ability to handle multiple projects simultaneously
- Demonstrated ability to lead a team
- Strong understanding of GAAP

#### **About Brooklyn Chamber of Commerce**

The Brooklyn Chamber of Commerce (BCC) is among the largest and most influential business advocacy organizations in New York, having spent the last 103 years developing and promoting policies that drive economic development and advance its members interests. The BCC provides resources, programs, tools, and direct support to businesses so that they can continue to expand and grow and serve as the economic engine for the entire borough.

#### **About Brooklyn Alliance**

Founded in 1967, Brooklyn Alliance (BA) is the economic and workforce development arm of the Brooklyn Chamber of Commerce. Brooklyn Alliance provides borough-wide programming and

serves diverse populations with business resources and opportunities, including Brooklyn Business Solutions, a suite of services offered in partnership with the NYC Department of Small Business Services (SBS).

### **About Brooklyn Alliance Capital**

Founded in 2017, Brooklyn Alliance Capital (BAC) is the Community Development Financial Institution (CDFI) lending affiliate of the BCC, offering micro loans to small businesses that typically do not qualify for commercial bank loans. The BAC provides financing and education to minority and immigrant entrepreneurs, and low-income small business owners to increase economic opportunity and create jobs for the community. For most of its brief history, the BAC lacked both the capital and the capacity to significantly scale up its microlending activities, though it has significantly expanded, providing capital and programs designed to assist small businesses throughout Brooklyn with reopening and recovery.

Together, Brooklyn Chamber of Commerce, Brooklyn Alliance, and Brooklyn Alliance Capital promote economic and business development throughout the borough.

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Salary commensurate with experience. Full benefits package.  
Brooklyn Chamber of Commerce is an EEO employer.

Brooklyn Chamber of Commerce is in the vibrant core of Industry City with subway access less than two blocks away.

Please email your resume and cover letter with the subject line Senior Accountant to [pclune@brooklynchamber.com](mailto:pclune@brooklynchamber.com).

Only candidates under consideration will be contacted.