

Bookkeeper - Finance

Overview of CDCLI

Community Development Corporation of Long Island (CDCLI) was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. That strong tri-sector support continues today.

CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community.

CDCLI is committed to making dreams of long-term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams.

With our mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus:

- (1) Community Development and Housing for All
- (2) Economic Stability
- (3) Advocacy

The Opportunity

This is an exciting opportunity to join a growing, award-winning company that is at the forefront of the sustainable housing community on Long Island. The position is ideal for someone who is a skilled and thorough researcher with excellent communication and record-keeping skills. You should be detail oriented, organized, and self-motivated with strong math, analytical, and computer skills.

Responsibilities

- Prepare Accounts Receivable invoice generation and payment applications in Financial Edge; maintain copies of rental property leases and analysis of security deposits
- Responsible for bank account reconciliation as assigned
- Process remote bank deposits as assigned
- Provide backup to Staff Accountant (Cash)
- Assist the Accounting Manager and General Accountant with the month-end and year-end close
- Provide weekly deposit information to Development staff to verify in RE
- Assist in monthly reporting, preparation of required reports, billing reports and ad hoc reports to Program Managers/Directors and Development Office

- as assigned
- Prepare and update account analysis on monthly basis.
- Prepare audit schedules and assist in program and financial audits as required
- Co-administer Petty Cash with Accounts Payable Specialist

Qualifications

- Commitment to the mission of CDCLI
- Support for the program's mission and goals
- Bachelor's degree in Accounting or the equivalent experience. A minimum of two (2) years' experience in general accounting, finance and General Ledger reporting and account analysis.
- Ability to work independently and in a fast-paced environment.
- High level of accuracy, efficiency, and accountability
- Strong verbal and written communication, organization, mathematical and analytical skills are also required
- Effective organization, verbal and written communication
- Ability to gain thorough knowledge of policies and procedures
- Strong work ethic, punctuality and attendance
- PC and MS Excel proficiency required. Financial Edge accounting software experience is a plus.

How to Apply

Competitive salary and robust benefits package.

For consideration, please submit resume and cover letter [here](#).

CDCLI is proud to be an equal opportunity organization. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.