



Position: Accounting Manager

Reports to: Executive Director

Posted: 11/01/22

About the Kingston City Land Bank

Founded in 2018, the Kingston City Land Bank, Inc. (KCLB) is an independent 501(c)(3) organization based in Kingston, NY. We believe everyone has the right to a safe, affordable, and high-quality place to live. The mission of the Kingston City Land Bank is to foster an equitable community where vacant or distressed properties are transformed into community assets that improve the quality of life for Kingston residents, stabilize and enhance neighborhoods, and create new pathways for social and economic development.

Job Overview

The Accounting Manager is responsible for the timely payment of all vendors and accounting for such payments, in accordance with approved budgets, contracts and grant agreements. The position is also responsible for bi-annual reporting to the NYS Authorities Budget Office, monthly reporting to the Board, insurance, audit and 990 filings.

This is a part-time consulting position.

Primary Responsibilities

General

- Maintain the books and accounts of the Corporation and related entities
- Preparation of vendor payments in a timely manner



- Maintain and manage insurance coverages of the Corporation and related entities
- Shall prepare and submit all reporting and compliance required by the New York State Authorities Budget Office

Bookkeeping Services

- Manage the receipt and disbursement of funds, system uploads, maintenance of accounting record, preparation of financial statements for management, cost and statistical reports
- Perform general accounting functions, preparation of journal entries, GL account analysis, reports on available unrestricted cash on-hand, and account reconciliations for monthly close for bank, vendor, credit card and all other material accounts

Financial Services

- Collaborate with management and staff to develop and adhere to accounting best practice policy and procedures, internal controls, and custom allocations
- Create custom dashboard for Board and Committee meetings including a monthly budget-to-actual summary and budget-to-actual detail report
- Prepare and distribute all reports required by government agencies, grant funders and foundations

Audit

- Determine external audit needs and aid with understanding and readiness to complete an annual audit
- Prepare the appropriate year-end audit schedules for AR, AP, fixed assets, prepaid, and account reconciliations
- Liaise with auditing firm to produce annual audit and 990 filing

Support

- Provide assistance, guidance, education to management and staff to ensure understanding of compliance needs and foundational concepts of nonprofit financial management
- Other duties as assigned by the Executive Director



Interested parties should submit a cover letter and resume to mike@kclb.org. No phone calls, please.

The KCLB is committed to a policy of equal opportunity in all its activities and programs including employment and promotion. It does not discriminate or promote on the basis of race, color, nationality, ethnic origin, citizenship status religion, sex, sexual orientation, age, physical handicap, veteran, or marital status. Women and persons of color are encouraged to apply.