



Job Title	Interim-Bookkeeper April 2021-September 2021
Reports to	Operations Manager
Location	Brooklyn, NY
Status	Hourly, 32 hours/week
FLSA Status	Non-Exempt

ABOUT GIRLS FOR GENDER EQUITY

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender nonconforming/non-binary (GNCNB) youth of color. GGE challenges structural forces – racism, sexism, transphobia, homophobia, economic inequality – that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color and GNCNB youth of color.

GGE began in response to community needs for girls of color to have safe and equitable fitness and leadership development programming. The rape of an 8-year-old Black girl on her way to school in Bedford-Stuyvesant, Brooklyn led GGE to become a nonprofit organization in 2002, addressing the root causes of gender-based violence and promoting gender equity, human and civil rights for young people of color. GGE is continuing to expand as the needs of our constituents and our base of supporters grow.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice, and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity, and dismantle all systems of oppression. We ultimately believe in and work toward a world where cis and trans girls of color and gender nonconforming/non-binary youth of color are free.

POSITION

GGE is seeking a part-time/per diem **Bookkeeper** to join our team. This is an exciting position for an experienced financial analyst who is invested in ethical and accurate fiscal management that will track, allocate and preserve the investments and work of GGE. This role is essential to the growth of the operations team and the organization. The ideal applicant will have experience in accounting and quantitative data analysis for nonprofit organizations. Accounting certifications are a plus. This role will initially be focused on financial reconciliation, for the organization's programs and organizing work.

This position will report to the Chief Operating Officer to master these technical objectives:

1. Track and reconcile purchases and charges to appropriate budget allocations;
2. Work across teams to produce visual dashboards based on budget and actuals
3. Review budget and expenses with the Chief Operating Officer weekly
4. Review expenses and continually look for opportunities to save funds and maximize resources.
5. Oversee the payment request process and ensure all documentation is correct
6. Liaison with NCheng accountants and manage the portal
7. Process ACH and electronic payments.
8. Prepare and secure payment on GGEs invoices
9. Manage all GGE revenue including individual donation reports and checks and wire transfers

ESSENTIAL DUTIES AND RESPONSIBILITIES

Content Creation (40%)

- Draft reports and visuals reflecting program budgets and expenses.

- Create GGE internal payment request documents
- Create GGE invoices
- Track payments made to vendors and consultants

Fiscal Review (40%)

- Work in close coordination with the Operations Manager to complete financial logs.
- Work in close coordination with the Operations Manager to review budgets.
- Track and reconcile credit card purchases and receipts using expensify.
- Track and reconcile revenue from all donor platforms as well as checks and wire transfers.

Organizational Objectives (20%)

Achievement & Quality

Consistently produces accurate and thorough work in a timely manner. Uses necessary knowledge and skills to perform the job. Volume of work meets expectations relative to the position requirement.

Adaptability & Flexibility

Demonstrates resourcefulness, remains calm in high pressured situations, accepts new assignments and challenges, and responds productively to change. Able to make changes in response to unpredictable or unexpected events, pressures, situations and job demands.

Problem solving & Decision making

Identifies problems, conducts appropriate analysis, when needed involves others in finding solutions. Makes clear, consistent, transparent decisions Responds quickly to new challenges.

Leadership

Plans, prioritizes, and organizes to meet organizational strategies. Aligns priorities with broader organizational goals, measures and outcomes. Communicates GGE's vision and motivates team members towards it.

Working with Others

Develops trust through reliable and consistent behavior. Sets a tone of cooperation by sharing important information with everyone involved in a project. Actively listens and proactively seeks out and listens to different perspectives and experiences.

EXPERIENCE, SKILLS & QUALITIES

Experience

- You are a strong advocate with firm roots in anti-racist feminist/womanist/queer theory;
- Demonstrated experience in keeping books and accounting for an organization.
- Experience with software systems; excel, expensify and intact.
- Experience in the creative use of excel to create dashboards to represent budget and expenses.

Skills

- Demonstrated integrity in managing highly confidential information.

Qualities:

- Comfortable working on evenings and weekends;
- A high degree of personal integrity and be discreet in handling sensitive financial information.
- Committed to advancing GGE's mission and work;
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;

DESIRED BUT NOT REQUIRED

- Lived experience with school pushout, the criminal legal system, navigating gender, gender identity, and/or racial equity issues.

Compensation and Benefits: Compensation for this role is at the hourly rate of \$30/hour, 30 hours per week. GGE's benefits & perks are outlined [here](#).

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision and work, please visit <http://www.ggenyc.org>, and @ggenyc on Twitter and Instagram

How to Apply: All applications should be sent via email and include (in PDF format):

- Resume
- Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)

E-mail applications to: JoinTheTeam@ggenyc.org

Subject Line: **Bookkeeper**/YOUR NAME

The priority application deadline is DATE. Applications will be reviewed on a rolling basis.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.