

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

**JOB TITLE** ACCOUNTING ASSOCIATE  
**DEPARTMENT** FINANCE  
**REPORTS TO** DIRECTOR OF FINANCE

### ABOUT USDAN

Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

### POSITION SUMMARY

The Accounting Associate plays a pivotal role in ensuring the accuracy and integrity of financial records within the organization. Working closely with the Director of Finance, this position involves various tasks related to accounts payable, accounts receivable, general ledger entries, and financial reporting. The Accounting Associate will collaborate with other departments to gather and analyze financial data, reconcile accounts, and assist in the preparation of financial statements. Attention to detail, strong analytical skills, and a solid understanding of accounting principles are essential for success in this role.

- Perform all daily bookkeeping including, but not limited to accounts payable, accounts receivable, cash transactions, and general journal entries.
- Prepare bank and credit card reconciliations.
- Prepare and send invoices for accounts receivable as well as pledges receivable.
- Receive and record income from tuition or donations.
- Prepare weekly expenditure reports.
- Conduct phone calls/send emails on behalf of the organization for billing or collection purposes.
- Perform weekly reconciliation of contributions with development staff.
- Review and ensure compliance of departmental payable and expense reports.
- Maintain and upkeep the temporary and permanent record files.
- Serve as petty cash custodian: disburse funds, keep receipts and prepare reconciliations.
- Provide assistance to Director of Finance when required.
- Other duties as assigned.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Maintenance staff will be expected to follow any other instructions, and perform any other related duties, as assigned by their supervisor.

### JOB REQUIREMENTS



## QUALIFICATIONS

- Must have a Bachelor's Degree in finance, Accounting, Management or any related field or equivalent work experience.
- Must have at least 3 years of work experience. Non-profit experience a plus.
- Must possess a strong knowledge of MS Office, especially MS Excel.
- Knowledge of Momentus a strong plus.
- Should possess strong problem solving skills.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

## HOURS & LOCATION

- March through May:
- Monday-Friday hybrid 2-day in office / 3-day work from home schedule, with flexible shift between the hours of 8am and 6pm.
- Workdays are at least 8 hours, with the possibility of additional hours based on business needs.
- The hybrid work schedule is subject to change as business needs evolve. Usdan will endeavor to provide as much advance notice as possible.
- June through August: Monday-Friday in office 5 days per week. During the summer camp season, the day begins at 8am.
- Year round: Some evening and/or weekend work required.

## COMPENSATION AND BENEFITS

- \$60-\$65k annual salary range.

## PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

## TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

# USDAN SUMMER CAMP FOR THE ARTS



USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.