



JOB DESCRIPTION

Organization: SBP, Inc. (sbpusa.org) – New Jersey Office

Position: Part-Time Accounting

Department: Billing

Reports to: Director of NJ Recovery, SBP, Inc.

Status: Part-Time

Objective:

To provide accounting and financial reporting support and manage day to day accounting functions ensuring that accounting complies with GAAP standards.

Company Overview:

SBP is an award-winning, innovative nonprofit organization that shrinks the time between disaster and recovery. A leader in volunteer-driven, post-disaster rebuilding; SBP educates, advocates and improves the disaster recovery sector so that we can collectively achieve more for communities. With a team of 50 staff and 180 AmeriCorps members, SBP has rebuilt 1,200 homes across 8 states and shared best practices with many more.

SBP's vision is to embrace constant improvement, community-wide collaboration, and clear benchmarks to reduce human suffering caused by the tolls of delay in recovery. By pairing resilience training with recovery operations, we strive to reduce the need for our rebuilding services by increasing preparedness among vulnerable communities.

SBP encourages individuals that are hungry for change and eager to innovate to join our team so that we can change the future of disaster recovery together.

I. Essential

A. Financial Reporting

1. Review monthly A/P Aging and work with team to correct errors.
2. Manage the reconciliation of all accounts and ensure intercompany transactions and communications are accurate and in compliance.
3. Prepare and record bank deposits.

B. Administration

1. Maintain chart of accounts and job lists.
2. Establish and Maintain an orderly accounting filing system.
3. Review monthly A/P Aging and clear out old payables.
4. Review A/R Aging report monthly and follow up on past due invoices.
5. Establish and maintain regular client invoicing intervals.



C. Records

1. Manage the maintenance of folders for contracts and state correspondence.
2. Manage and maintain client records pertaining to accounts payables.

II. Other

A. General

1. Special projects as assigned.
2. Recognize areas of improvement for procedures of the department.
3. Deal with financial matters in a confidential, objective and professional manner.
4. Provide excellent customer service for both internal and external contacts.

B. Knowledge, skills and abilities

- Knowledge of federal regulations related to sponsored programs at local, state, and federal levels.
- Knowledge of personal computer based applications including word processing, spreadsheets, and databases.
- Knowledge of general accounting and fiscal management principles.
- Ability to work with minimal supervision.
- Ability to work as an effective member of the SBP Team.
- Ability to communicate effectively orally and in writing.

Education and Experience

- Bachelor's degree in Business preferred. As is a concentration in Accounting or Finance. 2 years accounting experience, preferably in non-profit sponsored programs.

Personal Characteristics

- Creativity/Innovation: Develop new and unique ways to improve the finances of the organization.
- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.



- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
 - Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
 - Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
 - Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
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To Apply:

Please submit a tailored cover letter, resume and three professional references to:

njapply@sbpusa.org

We will follow up with qualified candidates- please no calls or emails after your submission.

SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints may arise pursuant to Section 504.