



## **POSITION DESCRIPTION:**

### **Accounting & Database Coordinator**

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, FHL is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

Reporting to FHL's Controller, the Accounting & Database Coordinator is responsible for accurate and timely entry of all Finance and Development Department data into FHL's accounting and fundraising databases.

Responsibilities include, but are not limited to:

- Entering accounts receivable and accounts payable transactions in QuickBooks
- Timely and accurate entry of donations into The Raiser's Edge: entering cash gifts, pledges and payments; setting up pledge installment schedules; using Batch to process donations in an accurate and timely manner
- Updating constituent records in The Raiser's Edge: creating new constituent records, and updating existing constituent records, relationship records, and address information
- Preparing monthly bank reconciliations
- Monthly reconciliation between data in QuickBooks and The Raiser's Edge.
- Mailing checks
- Maintaining up to date paper files of donations and accounts payables
- Conducting data clean-up, as directed
- Assisting with reports and exports
- Assisting in the preparation of annual audit
- Assisting with other tasks as needed by the Finance or Development departments

#### **Qualifications**

The successful candidate will have the ability to input a high volume of data rapidly and accurately. Candidates must have attention to detail, computer orientation, and an interest in achieving mission based goals in a non-profit environment. Accounting/bookkeeping and donation entry experience is a must or highly preferred. Knowledge of QuickBooks and The Raiser's Edge preferred. Although this is a behind the scenes position it is vital that candidates have good communication skills and work well in team settings.

#### **To Apply**

Please submit a cover letter and resume to: [jobs@thehighline.org](mailto:jobs@thehighline.org). Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.