DOWNTOWN BROOKLYN PARTNERSHIP

PART-TIME JUNIOR ACCOUNTANT

ORGANIZATION BACKGROUND

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BID) that it manages – the MetroTech BID, Fulton Mall Improvement Association BID, and Court-Livingston-Schermerhorn BID – the organization's diverse activities include attracting new businesses and improving the environment for existing stakeholders; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn's cultural and civic assets; and encouraging a unified sense of place and an engaged community.

ROLES AND RESPONSIBILITIES

We are seeking a highly motivated and detail-oriented Junior Accountant to join our Finance and Accounting team. This is an entry-level position looking to gain comprehensive exposure to all aspects of accounting operations. No prior professional experience is required; however, a strong academic foundation and a willingness to learn are essential.

Responsibilities include the following:

- Perform bank reconciliations and ensure the accuracy and integrity of financial data
- Assist the Senior Accountant with month-end and year-end closing processes, including journal entries and account reconciliations
- Conduct revenue and expense analyses and assist with variance reporting
- Gather supporting documentation for annual financial audits under the guidance of the Senior Accountant
- Support the Vice President of Finance and Accounting in preparing monthly financial statements, annual operating budgets, and various ad-hoc financial projects
- Provide coverage for routine functions such as invoice and bill coding as needed (e.g., during staff absences)

QUALIFICATIONS

- Bachelor's degree in Accounting required or working toward it
- Knowledge of Sage Intacct or NetSuite preferred but not required
- Strong analytical skills with exceptional attention to detail
- Demonstrated initiative, reliability, and a positive, collaborative attitude
- Eagerness to learn and contribute in a professional team environment

WORK ENVIRONMENT

- Collaborative and supportive workplace that fosters professional growth
- Opportunity to gain broad, hands-on experience across multiple accounting functions
- Part-time
- In-person

COMPENSATION

- $30 per hour
- Approximately 20-25 hours per week
- No overtime required

TO APPLY

Interested candidates should email the following items below with the subject line "**Part-Time Junior Accountant**" to jobs@downtownbrooklyn.com.

- Resume
- Cover letter describing your interest in this position

Only applications submitted through jobs@downtownbrooklyn.com will be considered.

EQUAL OPPORTUNITY EMPLOYER

We are dedicated to building a culturally diverse workplace representative of Brooklyn's strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.