



Part-Time Bookkeeper

Posted: February 2024

Location: Brooklyn, NY

Type: Part-Time Staff, non-exempt

Pay: Hourly, \$24-\$30

About Us:

SITU is an unconventional design practice. We use architecture, research and fabrication for positive creative, environmental and social impact. The company was founded in 2005, in Brooklyn, New York, by four friends studying architecture at The Cooper Union. We've shaped our practice out of the multi-disciplinary style of our education, and have grown through working with clients who value a progressive approach to problem-solving.

About the Role:

This is an opportunity to serve as a key contributor of SITU's Administration team. The Administration team works across all company divisions to ensure we reach our operational and strategic goals. In this role, you'll work primarily with our Finance Manager and Project Management team to ensure our accounting practices are of the highest quality. This role requires a minimum commitment of 16 hours per week in-person.

Responsibilities:

- Perform daily financial accounting operations & expense tracking
- Assist with daily bookkeeping by posting transactions and ensuring accuracy
- Facilitate bank, credit card and loan account reconciliations
- Ensure quality control over financial transactions and reporting; identifying and addressing discrepancies
- Maintain organized financial accounting recordkeeping and filing
- Enter and process A/P and A/R; paying bills to vendors, sending invoices to clients, and managing collections in conjunction with Finance Manager

Skills You'll Need to Bring:

- High School or GED with 2–3 years of experience
- Proficiency with QuickBooks Online, Google Workspace (Drive, Docs, Sheets) and MS Office Suite (Word, PowerPoint, Excel)
- Excellent communication skills and exemplary file organization
- Experience carrying out A/P, A/R and collections functions
- Familiarity with U.S. GAAP principles
- 2+ years of experience creating financial statements, general ledger functions, and the month-end / the year-end close process is an added bonus
- Outstanding ability to complete work in a timely fashion and to accommodate shifting priorities when requested
- Comfort with working in an office environment adjacent to an active workshop
- Ability to work in teams as well as independently, under indirect supervision from Senior Leadership
- Some HR administration or office management experience is a plus

SITU

Brooklyn Navy Yard, 141 Flushing Ave
Bldg 77, Suite 508, Brooklyn, NY 11205
(718) 237-5795
situ.nyc



Compensation:

Hourly rate is commensurate with experience.

We offer great benefits, reasonable working hours, and the opportunity to support creative, thoughtful projects in a shop / studio environment. Part-time staff are entitled to 40 hours of New York State sick leave, shared subscriptions, and other resources. Full-time staff benefits include employer health (including two fully funded options), dental, vision, life, and long term disability insurance plans, four weeks of PTO, 401k match, and other perks such as subsidized CitiBike memberships and highly reduced parking passes through the Brooklyn Navy Yard.

Application Instructions:

Please send your application materials to work@situ.nyc with the subject line 'Part-Time Bookkeeper 2024'

Include, as a single (1) PDF attachment:

- a cover letter telling us about yourself, what excites you about the opportunity, and what you can bring to the position
- your résumé
- three (3) references from former supervisors

No phone calls, please.

SITU is committed to diversity, equity, and inclusivity in the workplace and beyond. We encourage all of our employees to bring their full, authentic, and multifaceted selves into the company. As an equal opportunity employer, we do not discriminate based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status. We highly encourage all qualified candidates to apply.

SITU

Brooklyn Navy Yard, 141 Flushing Ave
Bldg 77, Suite 508, Brooklyn, NY 11205
(718) 237-5795
situ.nyc