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Position Summary:

NYJTL is seeking a Finance Manager to oversee the financial operations of the Cary Leeds Center. The responsibilities include maintaining the financial records, being a co-administrator of the newly implemented Club Automation software, reviewing cash receipts, following-up on collections, and maintaining the pro shop inventory. The Leeds Finance Manager will report to the Controller and will be located primarily at the Cary Leeds Center with a secondary location at our headquarters in Long Island City, Queens.

Responsibilities:

- Maintain the Club Automation software, from a finance perspective
- Verify and enter transactions into Club Automation and the general ledger
- Maintain contracts pertaining to the Cary Leeds Center
- Place orders, in conjunction with the operations team
- Track and record all credit card transactions
- Prepare and process invoices
- Prepare accounts receivable reports and follow-up on collections issues
- Prepare a monthly P&L for the Cary Leeds Center
- Prepare cash deposits and oversee cash transactions from a control perspective
- Maintain staff time sheets
- Oversee petty cash
- Assist with grants related to the Cary Leeds Center
- Provide full financial and administrative support to Leeds operations staff
- Determine financial assistance for advanced tennis training candidates in our ITP program
- Perform other duties as needed

Qualifications:

Bachelor's degree

2-4 years of experience in accounting or finance, non-profit experience preferred

Strong verbal and written communication skills

Team player with the desire to work collaboratively with others

Detail-oriented, highly organized, and able to work well under pressure

Advanced ability to work with technology, including Excel, general ledgers, and databases

Notice of Contractual Obligation:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish the basis for a contract for employment and are subject to change at the discretion of the employer.