



PARKSIDE

BUSINESS & COMMUNITY IN PARTNERSHIP

Right Place. Right Time. Right Here: PARKSIDE!

OSCAR R. SPENCER
CHAIRPERSON

BRIDGET PHIFER
CHIEF EXECUTIVE OFFICER

Administrative Accounting Assistant

Join our dynamic team at Parkside Business & Community In Partnership, Inc. (PBCIP) as an Administrative Accounting Assistant, where you'll play a vital role in fostering the long-term financial stability and continued expansion of a nonprofit organization dedicated to promoting housing and community development strategies in the Parkside community (and contiguous neighborhoods) of Camden for a healthier, more equitable community. This internship offers a unique opportunity to gain hands-on experience in the field of nonprofit finance and community development.

Position will require a commitment of 10-15 hours per week at \$20 to \$22.50 per hour.

PBCIP was founded on the principle that its members inspire their fellow residents to find constructive ways to take back their neighborhood. Over 30 years ago, the organization evolved when a single anti-drug march led to a community wide meeting to explore long-term solutions to neighborhood blight. The meeting, in turn, led to the formation of PBCIP as a 501C3 non-profit organization which for most of its existence was run solely by volunteers from the neighborhood. Today, PBCIP is managed by a dedicated staff and team of consultants who are actively formulating fair and just strategies aimed at fostering a more equitable future for the Parkside community, addressing challenges related to inequality, disinvestment and economic mobility.

Responsibilities:

- 1) Financial Analysis: Conducting thorough financial analysis to assess the organization's current financial health, identify areas for improvement, and forecast future financial performance.
- 2) Financial Record Keeping: Assist Financial Director with research, filing & data entry, and maintaining accurate and up-to-date financial records; Assist in the preparation of financial statements and reports
- 3) Budget Support and Forecasting: Collaborate with the Financial Director to prepare and monitor budgets; Assist in variance analysis and recommend adjustments as needed. Help develop accurate financial forecasts to support decision-making and goal setting.
- 4) Funding and Grants Administration: Support efforts to secure funding and manage grants by researching potential sources of funding, preparing grant applications and monitoring compliance with funding requirements. the financial aspects of grant management, including budgeting, draw requests and reporting; Assist in cash flow and financial analysis to support decision-making; Help prepare financial reports for management, board, and external stakeholders.
- 5) Auditing Support: Assist Financial Director in the preparation for internal and external audits; Assist with providing necessary documentation and support during audit process.
- 6) Accounts Payable and Receivable: Record & track invoices, payments, and ensure timely payments to vendors; Assist in managing accounts receivable and follow up on outstanding payments.
- 7) Bank Reconciliation: Assist with bank statements and resolve discrepancies; Help monitor cash flow and provide regular updates.
- 8) Compliance: Ensure compliance with relevant financial regulations and reporting requirements. Stay informed about changes in financial regulations affecting nonprofits.

Qualifications:

- Previous experience in financial administration or related roles.
- Proficient in Microsoft Office Suite.
- Strong motivation and eagerness to take on new challenges and learn as much as possible.
- Excellent attention to detail and accuracy.

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