RLS–NYC IS HIRING A BOOKKEEPER / ASSISTANT OFFICE MANAGER  
(Part Time – 20 h/w)

The Rosa Luxemburg Stiftung, Inc. is the U.S. affiliate of the Rosa Luxemburg Stiftung, an internationally operating, progressive non-profit institution for civic education, headquartered in Berlin, Germany. The Foundation’s New York Office serves two major purposes: to work on issues concerning the United Nations (UN), including collaboration with people and political representatives from the Global South, and to work with U.S. and Canadian progressives in universities, unions, social movements and progressive institutions. In 2022, the office will extend the United Nations program with an international climate justice component.

We are now hiring a part time Bookkeeper/Assistant Office Manager to join the team working on international climate justice within the United Nations program.

Job Description

- Monitor and evaluate, independently and on a regular basis, the financial reports and spending activities of all projects funded by the organization’s International Climate Justice Program
- Support the Finance Manager in preparing, in cooperation with the foundation’s public accountants, all financial reports required by a) US authorities, b) the German government as the foundation’s donor and c) RLS in Berlin, Germany
- Budget management, in two currencies (USD, EUR)
- Assist, consult and give advice to project partners of the International Climate Justice Program on all financial matters
- Support project documentation
- Support organizing events
- Keep proper record of project proposals submitted to the office
- Make travel arrangements, process claims for travel expenses
- Manage inventory, including office supplies and equipment
- Take meeting minutes
Qualifications
- Several years of work experience in a similar position
- Experience in administration of public funds desirable
- Excellent computer skills, willingness to work with internal accounting software
- Interest in the foundation’s work areas
- Ability to learn and adapt to special budget guidelines provided by the foundation’s donors
- Experience in working with two currencies
- Excellent organizational and communication skills

We offer
- A union position (UAW 2110)
- A role in a small team with great spirit, good working conditions and benefits, and space for creativity
- Starting salary: US$ 29,250/year

Applications should include a letter of motivation, CV, references, and must be submitted to David Williams (david.williams@rosalux.org) by January 8, 11:59 pm EST.

Only shortlisted candidates will be contacted. Interviews will start on January 16, 2022. U.S. work permit required.

The Rosa Luxemburg Stiftung, Inc., is an equal opportunity employer. We encourage applications from all backgrounds. Place of work is New York City.

Employment is to start on February 1, 2022 and is limited till August 31, 2024 (renewal might be possible).