



**Position:** Accountant  
**Reports to:** Director, Finance  
**Hours:** Full Time: 40 hours/week  
**Location:** New York, NY

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### **About Jericho Project**

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

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### **About the Position**

Jericho Project is seeking a full time Accountant who will be responsible for distribution, tracking, and management of financial data.

#### **Responsibilities:**

- Input invoices and rent deposit slips into Fund-EZ accounting system.
- Prepare checks.
- Reconcile petty cash for all Jericho worksites.
- Prepare bank deposits, reconciliation and monitor A/R ledger.
- Filing invoices.
- Assist with Audits.
- Process security deposits and produce rent arrears' report.
- Additional projects as needed.

#### **Requirements:**

- Bachelor's degree in accounting from an accredited college.
- 1-2 years of experience.
- Demonstrate use of accounting software — Fund EZ preferred.
- Must have strong engagement and interpersonal skills.
- Previous non-profit experience a plus.
- Able to communicate effectively in English, both verbally and in writing.
- Excellent judgment and interpersonal skills.
- Strong organizational and analytical skills.
- Ability to work independently and under moderate supervision.
- A developed sense of urgency, the ability to multi task and complete tasks accurately.

- Demonstrate strong collaboration skills and comfortable working with diverse stakeholders across the organization and externally.
- Proficiency in MS Word, Outlook and Excel.
- A passion for Jericho's mission.

**Compensation:**

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a cover letter with salary requirements and resume to:

Human Resources Department  
Jericho Project  
Job Code: **Accountant**  
245 W. 29<sup>th</sup> Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
careers@jerichoproject.org

**No telephone calls please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.*