



Position: Financial Assistant Coordinator (SSVF & RRH)

Location: New York; travel throughout NYC may be required

Reports to: Managing Program Director, SSVF & RRH

Hours: Full-time, 40 hours per week, some evenings/weekends required

About Jericho Project

Inspired by the belief that transformation can occur in every individual, Jericho Project was founded in 1983 to help New York City address and end homelessness among men, women, and families. Jericho Project steadfastly works to advance its mission by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential.

Our mission is to end homelessness at its roots by creating a community that inspires individual change, fosters sustainable independence, and motivates men and women to reach their greatest potential. Jericho provides 385 units of supportive housing to formerly homeless and at-risk men and women through seven congregate supportive housing residences in Central Harlem and the Bronx and a 100 + units Supportive Apartment Program in the Bronx. Over 70 units in both congregate and scatter-site settings are targeted exclusively to homeless and low-income veterans through our Veterans Initiative. Another 430 veterans, under Supportive Services for Veteran Families (SSVF) will be assisted, specifically those veterans in transition and whom are “at risk” of facing homelessness. Jericho will also serve 65 homeless individuals through its new Rapid Re-Housing (RRH) program that works with veterans ineligible for SSVF, young adults, and single adults.

With a grant from the U.S. Department of Veteran Affairs (VA), SSVF will assist veterans with prevention and rapid re-housing via a setting of comprehensive supportive services. SSVF will serve very low-income veterans and families who are residing in permanent housing or are homeless and scheduled to become residents of permanent housing within a specified time period. Using a “housing-first” model of service delivery, SSVF aims to address the housing crisis before delving into issues that support long-term housing stability.

With a grant from Housing and Urban Development (HUD), the RRH program will assist homeless veterans, young adults, and single adults with rapid-rehousing via a setting of comprehensive supportive services. RRH will serve very low-income young adults, adults over the age of 24, and veterans who are homeless. Using a “housing-first” model of service delivery, the program aims to address the housing crisis before delving into issues that support long-term housing stability.

About the Position

The Financial Assistance Coordinator will be responsible for distribution, tracking, and management of financial assistance in both the SSVF and Rapid Re-Housing programs. The Financial Assistance Coordinator will manage the SSVF and Rapid Re-Housing budgets and ensure their compliance with the VA and HUD regulations for the programs’ respective grants.

Responsibilities:

- Review Pay Order Forms and Financial Assistance Requests and verify that all forms have the proper approvals and documentation.
- Record coded bills and invoices to Fund EZ accounting system.
- Prepare and process checks in a timely manner.
- Review Petty Cash Reconciliation for allowable expenses and documentation.

- Reconcile metro card logs to American Express purchases.
- Administer the organization of the accounts payable filing and storage system as it relates to the SSVF and RRH grants.
- Ensure that Financial Assistance funds are in compliance with eligibility categories and limits.
- Prepare monthly expense detail and budget reports for Managing Program Director.
- Prepare quarterly reports explaining variances in spending. Make recommendations for budget modifications as needed due to over or under-spending.
- Prepare spreadsheet for monthly drawdown requests to the VA and HUD.
- Create and maintain contract files.
- Serve as primary point of contact for SSVF subcontractors regarding eligible expenses and required documentation.
- Conduct bi-annual audits for SSVF, subcontractors, and RRH in collaboration with Assistant Director and Managing Program Director.
- Maintain documentation of “Cash Match” expenditures
- Track and assure that current leases are in effect for RRH clients for whom Jericho Project is providing Rental Assistance.
- Carry out other duties as assigned by Managing Program Director.

Requirements:

- Bachelor's degree in accounting from an accredited college preferred.
- Associate's degree towards a Bachelor's can be substituted with additional work experience.
- Two to four years of relevant work experience.
- Demonstrated excellent written and communication skills.
- Demonstrated use of accounting software — Fund EZ experience preferred.
- Candidates must be detail-oriented and self-starters with the skills and energy to work with high-need veterans in the community. Experience working with veterans is preferred.
- Must possess strong organizational, writing, communication, and computer skills.
- Must have strong engagement and interpersonal skills.
- Knowledge of VA and/or HUD procedures is a plus.
- The successful applicant will have to complete a background check and some relevant training.
- Qualified veterans are strongly encouraged to apply.

*****Veterans are strongly encouraged to apply*****

Compensation:

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

How to Apply:

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

Human Resources Department
 Jericho Project
 Job Code: **Financial Assistance Coordinator, SSVF & RRH**
 245 W. 29th Street, Suite 902
 New York, NY 10001
 Fax 646.624.2301
careers@jerichoproject.org

No Phone 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. www.jerichoproject.org