



**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 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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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. The incumbent will be required to work closely with finance director and other accountant, administrative staff, and site staff who in turn are required to have frequent contact, but not limited to, weekly or monthly face to face meetings, telephone conversations, email and other electronic exchange

#### **Responsibilities:**

- Deposit rent checks and input invoices into Fun-EZ accounting system.
- Prepare bank deposits
- Prepare checks
- Process security deposits
- Produce rent arrears report
- Reconcile petty cash
- Prepare Sec 8 Arrears Report
- File invoices
- Misc. projects as needed
- Assist with Audits

#### **Requirements:**

- Bachelor's degree in accounting from an accredited college.
- 1-2 years of experience.
- Possess strong organizational and computer skills
- Excellent written and communication skills
- Demonstrate use of accounting software
- Have strong engagement and interpersonal skills
- A passion for Jericho's mission.

- Non-profit experience desired
- Fund-EZ accounting software experience preferred
- Professional in Microsoft word & excel

**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.*