



Position: Manager, Finance (Admin)
Location: New York, NY
Reports to: Managing Program Director
Hours: Full-time/40 hour per week, some evenings/weekends required

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 36-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 550 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

The Finance Manager will be responsible for distribution, tracking, and management of financial assistance, budgets, and compliance for all Supportive Services for Veteran Families (SSVF), CoC Rapid Re-Housing (RRH), and Grant and Per Diem Case Management (GPD) contracts. This position will work directly on the Priority 3 SSVF, RRH, and GPD grants. They will provide supervision, oversight, and support to an Accountant who will work directly on Priority 1 SSVF grant.

Responsibilities:

- Train and supervise one accountant who will work directly on Priority 1 SSVF grant. Approve TFA disbursements. Monitor and review expenses on Priority 1 SSVF grant.
- 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, RRH, and GPD 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 spreadsheet for monthly drawdown requests to the VA and HUD.
- Monitor all SSVF, RRH, and GPD budgets. Make recommendations for budget modifications as needed due to over or under-spending.
- Coordinate and prepare documents for all VA and HUD audits.

- Create and maintain contract files.
- Ensure all allocations for SSVF and RRH contracts are accurate and thoroughly documented with bi-annual time studies and time card audits.
- Other projects as assigned by Managing Program Director or Director of Finance.

Requirements:

- Bachelor's degree in accounting from an accredited college required.
- Two to four years of relevant work experience.
- Demonstrated excellent written and oral 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.
- Qualified 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 resume and cover letter with salary requirements to:

Human Resources Department
Jericho Project
Job Code: **Manager of Finance- Admin**
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