



Position: Accountant - SSVF
Location: New York, NY
Reports to: Finance Manager
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 39-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 9 residences in the Bronx, Harlem, and Astoria, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is seeking a full time Accountant who will be responsible for distribution, tracking, and management of financial data in a rapidly growing finance office. The position will work primarily on disbursements relating to government contracts and will manage SSVF contracts. The incumbent will be required to work closely with the Finance Director, Finance Manager, other accountants and administrative staff, and extensively with site and program staff who in turn will be required to have frequent, not limited to, weekly or monthly face to face meetings, telephone conversations, email and other electronic exchange.

Responsibilities:

- Review, enter, and process all Financial Assistance Requests and Pay Order, checking for accuracy, eligibility of expenses, and required approvals.
- Record and code invoices into Fund-EZ accounting system, ensuring required documentation and approval is present.
- Prepare, process, and mail checks in a timely manner.
- Prepare and process ACH/direct deposit payments accurately and in a timely manner. Send payment notification letters to landlords/vendors who receive ACH payments.
- Reconcile specific General Ledger accounts on a monthly basis.
- Review Petty Cash Reconciliation for allowable expenses and documentation.
- Administer the organization of the accounts payable filing and storage system as it relates to multiple contracts.
- Implement and administer processes for electronically filing and storing invoices

- Prepare documents for all VA audits.
- Ensure all documents are filed and electronically uploaded on a monthly basis.
- Other projects as assigned by Finance Manager or Director of Finance.

Requirements:

- Bachelor's degree in accounting from an accredited college preferred.
- 1-2 years' experience preferred.
- Proficient use of Microsoft programs including Excel, Word and SharePoint.
- Proficient use of applications such as Adobe and DocuSign.
- Ability to meet deadlines.
- Demonstrated excellent written and communication skills.
- Demonstrated use of accounting software — Fund EZ experience preferred.
- Must possess strong organizational, writing, communication, and computer skills.
- Must have strong engagement and interpersonal skills.
- Non – profit experience desired.
- Ability to work remote and in office.

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: **Accountant- SSVF**
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