



**Position:** Senior Accountant (Payroll & Payables)  
**Location:** New York, NY  
**Reports to:** Chief Financial Officer  
**Hours:** Full-time/40 hour per week, some evenings/weekends required

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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 38-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 several scatter-site apartments throughout NYC.

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### **About the Position**

The Finance Senior Accountant for Payroll & Payables will have primary, day to day, responsibilities for processing all vendor and temporary financial assistance (TFA) disbursements. This position will be responsible for working with the Human Resources Department in processing bi-weekly payroll. The incumbent will provide supervision to the Finance Accountant for Payroll and Payables.

#### **Responsibilities:**

- Assure that the TFA requests from the Finance Manager of Government Grants, vendor bills from the Senior Accountant of Government Grants and any other disbursement requests have proper documentation and approvals.
- Review account coding of all disbursements entered into the accounting software entered by the accountant.
- Maintain and enforce a weekly schedule for this process so that checks and ACHs, with rare exceptions, are printed once per week.
- Consult with the CFO and/or the Controller about cash balances before running checks for the week.
- Assure that all Automated Clearing House (ACH) payments are set up in the Bank portal, that approvals take place, and payments are made.
- Enter new vendors in the accounting software, assure that all necessary information such as W9s are obtained.
- Working with the Finance Accountant assure that the monthly Credit Card bill is paid on time.
- Monthly reconciliations of all payroll and accounts payable general ledger accounts.
- Process the bi-weekly payroll.
- Consult with the CFO and/or Controller about cash requirements for payroll.
- Transmit various employee benefit withholdings to the appropriate vendors. (ex: deferrals to

- TIAA CREF)
- Reconcile the quarterly tax filings (i.e., 941s) to the general ledger.
  - Prepare the 1099s and 1096 filing with the IRS.
  - Support the annual financial audit process.
  - Assist with the preparation of various informational and tax returns.
  - Assist with the annual budget process.
  - Supervise the Finance Accountant for Payables.
  - Enhance, maintain, and enforce various processes related to disbursements and payroll.
  - Other projects as assigned by the Controller or CFO.
  - Requires access to:
    - FundEZ
    - TD Bank eTreasury
    - FileBound

**Requirements:**

- Bachelor's degree in accounting from an accredited college required.
- Two to four years of relevant government grant work experience.
- Demonstrated excellent written and communication skills.
- Demonstrated use of accounting software — Fund EZ experience preferred.
- Proficient with Microsoft Office Suite programs.
- Strong engagement and interpersonal skills.

*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: **Senior Accountant (Payroll and Payables)**  
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](http://www.jerichoproject.org)