



**Position:** Senior Accountant  
**Location:** NY, NY  
**Reports to:** Controller  
**Hours:** Full-time, 40 hours per week, some evenings/weekends required

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### **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.

In its 39-year history, Jericho has grown from its genesis as a small housing program to a comprehensive agency providing over 400 units of supportive housing, as well as significant life-changing services to over 2,000 homeless and at-risk adults and children throughout New York City.

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### **About the Position**

The Senior Accountant for Government Contracts will have primary, day to day, responsibilities for certain grants, primarily federal grants. These responsibilities include but are not limited to developing budgets, seeking payments through drawdown requests, responding to requests for backup documentation, providing year end cost reporting, and responding to audit requests. In addition, this position has management responsibility for the Finance Accountant for Government Contracts.

### **RESPONSIBILITIES:**

- Primary responsibility for the fiscal management of the following contracts
  - Department of Veteran's Affairs (VA)
    - Supportive Services for Veteran Families (SSVF)
    - Shallow Subsidy P3
  - Housing and Urban Development (HUD)
    - Continuum of Care Rapid Rehousing (RRH)
    - Supportive Housing Program (SSH)
  - Human Resources Administration (HRA)
    - Homebase
  - Department of Youth and Community Development
- Work with the Program Team in preparing annual budgets for the various programs
- Review Pay Order Forms and Financial Assistance Requests (FAR) and verify that all forms have the proper approvals and documentation
- Ensure that FAR requests are in compliance with eligibility categories and limits
- Submit all payment requests to the Senior Accountant for Accounts Payable. Such payment requests include requests for Automated Clearing House (ACH) and check payments
- Review Petty Cash Reconciliation for allowable expenses and documentation
- Reconcile metro card logs to American Express purchases
- In coordination with the Controller, maintain Staff allocations to the various grants
- Conduct bi-annual time studies and time card audits to assure proper personal service allocations to the grants
- Responsible for the filling and maintenance of all records related to these grants
- Assure proper monthly vouchering for reimbursements from the granting agencies
- Monitor all program budgets to actual, analyze variances, and consult with Managing Program Director

- Make recommendations for budget modifications as needed due to over or under-spending.
- Coordinate and oversee government contract audits including planning, provision of requested material, and post audit follow-up
- Maintain and review government contracts, paying special attention to all fiscal requirements
- Other projects as assigned by the Controller or CFO
- Train and supervise the Finance Accountant for Government Contracts who will work on these contracts and, when available, on other contracts managed by the Finance Senior Accountant for Government Contracts
- Requires access to:
  - FileBound
  - Fund EZ
  - SimpleSmart
  - Sharepoint

**REQUIREMENTS:**

- Bachelor's degree in accounting from an accredited college required.
- Two to four years of relevant 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.
- Knowledge of VA and/or HUD procedures is a plus.

**Compensation:**

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

**COVID Guidelines:**

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

**How to Apply:**

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

Human Resources Department  
 Jericho Project  
 Job Code: **Senior Accountant**  
 245 W. 29<sup>th</sup> Street, Suite 902  
 New York, NY 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto: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)*