



Position: Finance Accountant - Payables
Location: New York, NY
Reports to: Finance Senior Accountant
Hours: Full-time, 40 hours per week, some evenings /weekends

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 42-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 600 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 Accountant for Payables will have primary, day to day, responsibilities processing all vendor bills for a group of entities related to The Jericho Project. In addition, this position assists the Senior Accountant of Accounts Receivable in processing rent receipts.

The FLSA status of this position is **Non-Exempt**.

Responsibilities:

- Route vendor bills to the proper individuals for approval using the AP functions within the accounting software, FundEZ. This requires:
 - Uploading the vendor bill.
 - Coding the bill in the system.
 - Selecting the first approver.
 - Assuring that a second approver also reviews the bill.
 - Once a bill has been approved process the bill for payment. The bill may be paid by check or ACH.
- Present the checks and ACH payments to the authorized check signers at Jericho so that either the checks are signed or the ACH transfer is approved.
- Assure that all checks are put in envelopes with appropriate backup and are mailed to recipients.
- Prepare the monthly Credit Card bill for payment, assuring that documentation and approvals support each charge on the bill. Jericho uses AMEX and Ramp cards.
- Enter the credit card charges into the accounting software for payment.
- Any other responsibility you are assign relating to A/P/AR.
- For Accounts Receivable:
 - Assure that rent receipts from all buildings are received on a weekly basis from the building manager
 - Process the rent receipts in the appFolio software

- Other projects as assigned by the Finance Senior Accountant.
- Requires access to:
 - FundEZ
 - appFolio
 - ramp portal

Requirements:

- Bachelor's degree in accounting from an accredited college required.
- Two to four years of relevant accounting work.
- 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.

Compensation:

The salary range for this position is **\$55,000.00 to \$60,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

How to Apply:

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

Human Resources Department
Jericho Project
Job Code: **Finance Accountant - 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