



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

About Jericho Project

Jericho Project is a nationally recognized nonprofit that has been working to end homelessness at its roots since 1983. What began as a Manhattan soup kitchen has grown into a citywide organization serving nearly 3,000 New Yorkers each year—including over 700 veterans, as well as young adults and families, many of whom identify as LGBTQ+.

Jericho provides more than 600 units of supportive housing through seven permanent residences in the Bronx and Harlem, along with scattered-site apartments throughout New York City. Our housing-first model is paired with wraparound services delivered by skilled case managers, licensed mental health clinicians, and workforce development specialists. Together, these services support our four pillars of stability: housing, employment, wellness, and family.

In 2024, Jericho facilitated over 570 housing placements, helped secure nearly 275 job placements, and delivered over 750 therapy sessions through our in-house Jericho Therapy Program. As we move toward expanding our reach by an additional 2,000 units of housing, we remain committed to helping individuals and families build lasting independence and well-being—one person, one home, and one community at a time.

About the Position

The Finance Senior Accountant - General will have primary, day to day, responsibilities for processing all receipts coming from client rental payments, donor contributions, and government grantors. This position also has responsibility for the general ledger which entails various journal entries, month end closings, reconciliations, and year end audit.

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

Responsibilities:

- Manage Accountant working on Tenant rent and assure:
 - Once per week, on a schedule agreed to by Building Managers, enter rent receipts into appFolio.
 - Enter rents paid by Public Assistance.
 - Monthly, run rent invoice from appFolio and send to clients.
 - Enter new clients into appFolio assuring that the correct rent is entered, the sources of payment are understood (i.e. Client, Voucher, Public Assistance), and the proper leasing documentation is received.
 - Update the log that records all client move ins and outs as well as transfers.
 - Record write offs for move outs.
 - Update client rental amount based on the City's annual review.
 - Journalize rent revenue and rent payments in FundEZ.
- Direct responsibilities for Tenant rent:
 - Journalize rent revenue and rent payments in FundEZ.
 - Journalize write offs in FundEZ, keeping track of items that were picked up in the allowance account.
 - Monthly reconciliation of FundEZ receivable accounts with appFolio.
 - Work with building managers in collecting past due amounts.
 - Enhance, maintain, and enforce various processes related to invoicing and collections.
- Donations:
 - Enter donation payments to donor records in GiveButter.
 - When properly documented enter Donor Pledges into GiveButter.
 - Identify donations that are restricted.
 - Journalize donation revenue and donation payments in FundEZ.
 - Monthly, reconcile donations revenue in FundEZ to GiveButter.
- Banking and Cash Flow:
 - Assist CFO and/or the Controller in the daily banking requirements.
 - Prepare the Weekly Cash Flow spreadsheet for CEO and CFO review.
 - Monthly reconcile all cash accounts.
- General Ledger:
 - Ensure timely month end closing and preparation of financial statements.
 - Assure, on a monthly basis, that Finance staff reconcile each account on the Balance Sheet.
 - Along with the CFO, lead the annual financial audit process.
 - Assist with the annual budget process.
 - Advise staff regarding the recording of non-routine financial transactions.

- Reporting:
 - Produce the monthly Building metrics dashboard.
 - Assist the CFO in preparing Quarterly Reports to the Board.
- Other projects as assigned by the Controller or CFO
- Requires access to:
 - appFolio
 - FundEZ
 - GiveButter
 - TD eTreasury
 - HPDs DTR Owners portal

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.

Compensation:

The salary range for this position is **\$65,000.00 to \$68,000.00 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: **Senior Accountant – Finance**
 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