



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

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#### 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.

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#### 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.
  - Pay and track the client leases in Jericho's Scatter Site program. This program houses 140 individuals and families and monthly rental payments must be made to the landlords.
  - Any other responsibility you are assign relating to A/P.
  - 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](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)*