



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

Off the Streets. On with Life.

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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 Receivables will have primary, day to day, responsibilities working with various operations staff to assure rent deposits are made, tenants are properly set up in the property management software (PMS), the receivables in the PMS reconcile to the general ledger, the rent subsidy in the property management software reconciles to the City records, and tenant rent responsibility for third party leases is properly calculated. On monthly bases assist with rent invoice mailings. In addition, this position will provide backup for the Accounts Payable area and the Grant accounting area.

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

### Responsibilities:

- Assure that weekly rent deposits are made by working with the Operations team and making remote check deposits from the Finance office.
- Record the individual payments, made by tenants, in the property management software.
- On a monthly basis reconcile the receivable balances, by property, in the PMS to the general ledger.
- On monthly basis reconcile the lease amounts charged to a tenant to the City's records.
- On a monthly basis assist with the printing and mailing of rent invoices.
- Create reports related to collections, receivable aging, and vacancies.
- 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.
- Assist the Grant accounting area as needed.
- Requires access to:
  - FundEZ
  - AppFolio
  - GiveButter

### Requirements:

- Bachelor's degree in accounting from an accredited college required.
- Zero to 2 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.

### ADA SPECIFICATIONS

This position is largely sedentary in nature; however, one must be able to speak, hear, see, and write, as well as use a computer and related software programs, and lift up to 25 lbs. Local and/or national travel required, and may involve longer weekday/weekend commitments to complete related business projects or meet deliverables.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

**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: **Accountant (Receivable) – 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](http://www.jerichoproject.org)*