

Position: Senior Accountant

Location: Lower East Side, NY

Reports to: Director of Finance

Hours: Monday - Friday/ 35 hours per week. Hybrid work option, with two days per week remote. Evening and weekend hours required during audit season

Salary: \$75,000 - \$80,000/yr

Organizational Overview:

Nazareth Housing is a nonprofit organization dedicated to promoting housing stability and economic mobility among vulnerable families and individuals in New York City. Since 1983, we have empowered clients to build pathways out of poverty and prevent homelessness through services such as emergency family shelter, supportive housing, homelessness prevention, and immediate needs assistance.

Position Summary:

Reporting to the Director of Finance, the Senior Accountant is responsible for managing the day-to-day finance and accounting operations, including entering journals, managing accounts receivable and payable, using financial technology systems, and other select finance-related administration. The Senior Accountant ensures timely reconciliation while being the Director's direct support and maintains fiscal records. The Senior Accountant serves as the primary contact for internal staff and vendors on invoicing, bill payments, cash receipts and revenue.

Key Responsibilities:

- Ensure that day-to-day transactions such as accounts payable, cash receipts (including corporate, foundation & individual donations), accounts receivable, credit card transactions, and payroll are recorded properly
- Perform timely and accurate month-end journal entries and balance sheet reconciliations (e.g. revenue, expenses, payroll allocations, pre-pays, accruals, etc.), ensuring that accounting schedules are updated and accurate
- Reconcile bank and credit card accounts monthly
- Enter payroll allocations on a monthly/quarterly basis
- Maintain fixed asset & CIP records and schedules
- Perform fiscal year-end close activities and assist with activities and requirements of external auditors
- Ensure proper revenue and expense recognition
- Continually seek and implement opportunities to streamline and improve finance and accounting operations
- Provide financial reports when requested
- Identify and resolve complex problems and prioritize projects and tasks, seeking clarification on priorities from the supervisor as needed
- Ensure all finance and accounting operations comply with generally accepted accounting principles (GAAP) and federal and state laws and regulations
- Ad hoc assignments to meet organizational requirements as assigned by the Director of Finance or Executive Director

Qualifications

Opening Doors. Transforming Lives. Unlocking Potential.

nazarethhousingnyc.org

Experience

- Bachelor's degree in Accounting, Finance, or a related field (e.g., Business Administration) or equivalent experience and working towards degree
- Typically 3-7 years of progressive non-profit accounting experience
- Proficiency in GAAP (Generally Accepted Accounting Principles)
- Experience with accounting software, MIP accounting software preferred
- Advanced Excel skills including pivot tables and v-lookups
- Experience with financial reporting, grant accounting and government contracting

Skills

- Strong analytical, problem-solving, and critical thinking skills
- Excellent communication (written and verbal) and interpersonal skills
- Ability to manage multiple tasks, prioritize, and meet deadlines
- Detail-oriented with a focus on accuracy
- Ability to work independently and as part of a team
- Computer knowledge and experience using Microsoft Suite (mainly Excel), Passport a plus but not required
- Thrives working both independently (a self-starter) and collaboratively
- Dependable, respectful and consistently works to uphold company ethics and standards
- Ability to independently prioritize daily tasks and responsibilities

Benefits: Generous benefits include:

- 2 weeks paid vacation, 3 personal days and 10 days sick leave
- Health insurance commences upon employment
- 401k plan
- Flexible savings account
- Employee wellness initiatives

To Apply: Submit your resume and cover letter explaining why you are interested in and qualified for this position with the subject line "Senior Accountant Application - [Your Name]" to jobs@nazarethhousingnyc.org

Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.