



JOB ANNOUNCEMENT

Senior Accountant New York Headquarters

The Organization:

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through staff stationed in 11 states (California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Rhode Island and Texas) and the District of Columbia. CSH also reaches many other communities that request assistance through its National Program staff.

The Position:

The Corporation for Supportive Housing New York (CSH-NY) is seeking an energetic, analytical and results-oriented individual for the position of Senior Accountant. The Senior Accountant will participate in the development, implementation and maintenance of systems to ensure compliance with the terms and requirements of grants and contracts; provide financial and budgetary support to assigned regions and program units; provide organization management and prepare reports to donors and contract billings.

Responsibilities:

- Work with assigned regions, program units and senior management in developing realistic budgets, tracking expenditures to ensure compliance with contracting requirements and preparing reports to donors and contract billing. Maintain established systems to monitor terms and requirements of grants and contracts.
- Maintain and adhere to standard operating procedures to be followed by the entire organization.
- Communicate grant and contract requirements to assigned regions and its program staff, and senior management to ensure that expenditures and time are charged correctly and in accordance with approved budgets.
- Prepare schedule of receivables for grants, contributions and contracts.
- Prepare grant reports to funders and contract billings including HUD and other federal contracts.
- Record revenue for grants and contracts into the general ledger. Assist Fund Development in reconciling information in accounting and fundraising systems.
- Prepare monthly reports to analyze budgeted versus actual spending for individual units/departments.
- Implement and manage budgets for grants and contracts including tracking and monitoring re-granting to service units and external partners.
- Work with organization's staff including management and program directors, as well as vendors and service providers, to ensure all finance-related issues are addressed.
- Assist Manager, Financial Reporting and Budgeting with preparing required journal entries, analysis and internal and external reports and required schedules for year-end audits.
- Perform any other department or agency-related duties or special projects as directed by the supervisor.

Position Requirements:

- BBA/BS in Accounting or Finance, with emphasis on accounting procedures preferred. Additional experience may substitute for education.
- Three years experience working in accounting, finance, billing or budgetary capacity. Thorough understanding of non-profit accounting concepts and principles including grants administration, government contract billing and auditing. Federal contract billing a plus.
- Demonstrated proficiency in using MS Excel, Word, Access, Power Point, Outlook and accounting software.
- Must possess strong attention to detail and analytical orientation.
- Strong sense of ownership for assigned work functions and ability to work independently and as a team member.
- Ability to relate and communicate with staff, management and outside parties.
- Excellent analytical, verbal and written communication skills

Contact:*

Resumes of all qualified and interested candidates may be e-mailed to jobs@csh.org or faxed to 212.375.2637. Please put Senior Accountant in the subject of your e-mail.

The Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.