

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Accountant
Department: Finance
Reports to: Controller
Hours: Full-time

Responsibilities:

- Review and track account receivables for all programs.
- Analyze account receivables, and investigate amount and timeliness of collection.
- Prepare monthly AR aging report.
- Reconcile bank and investment accounts.
- Provide weekly outstanding checks to the CFO.
- Provide back up for the AP Accountant.
- Assist the Controller with the monthly closing process.
- Assist the Controller with report design and form for various reporting purposes.
- Additional duties as assigned by the Controller and CFO.

Qualifications:

- Bachelor's Degree in Accounting, and one year of demonstrated experience working in a non-profit environment preferred; at minimum, an Associate's Degree in Accounting and 3 years experience.
- Demonstrated knowledge of general accounting principles.
- Demonstrated experience and knowledge of government contracts and multiple funding sources.
- Strong computer skills, especially in Microsoft Excel and Word.
- Demonstrated experience in accounting software. Knowledge of MIP accounting software preferred.
- Excellent written and oral communication skills, and organizational skills, essential.
- Ability to work independently and meet deadlines while coordinating with finance team.
- Ability to work additional hours as needed to meet deadlines.

To Apply:

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:
hr@unionsettlement.org

Please indicate Accountant in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER