

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

**Position:** Fund Accountant  
**Department:** Finance  
**Reports to:** The Controller  
**Hours:** Full-time  
**FLSA:** Exempt

### Responsibilities:

- Obtain sufficient understanding of assigned contracts' budgets and related guidelines so that accounting processes, reimbursements/vouchering, contract reporting, and supporting documents will adhere to contracts' stipulations.
- Monitor monthly contract budgets and related expenses. Communicate variances to program directors, when necessary, as well as informing supervisor on possible line item under-spending and suggesting budget modifications.
- Prepare and submit external reports and vouchers/claims to funding sources by stipulated due dates after review by Director of Budgets and Contracts.
- Maintain appropriate documentation including payroll records, vendor invoices and other supporting documents pertaining to vouchers/claims.
- Propose journal entries when necessary to ensure that general ledger pertaining to contracts match contract revenue and expenses.
- Assist with annual financial statements, contract audits and field reviews.
- Maintain analysis of claims and receipts on a monthly basis and submit to CFO.
- Prepare contract reconciliations monthly to identify and resolve discrepancies, if any, and propose correcting journal entries accordingly.
- Assist in ensuring that monthly financial reports are provided to program directors.
- Prepare audit schedules and requested documents by auditors when necessary.
- Liaison with agency program directors to provide prompt responds to contract and budget issues and inquiries.
- Additional duties as assigned by Supervisor and CFO.

### Qualifications:

- Bachelor's Degree in Accounting and **at least** one year of demonstrated experience working in a non-profit environment or an Associate's Degree in Accounting and **at least** 3 years experience.
- Possess in-depth knowledge of government billing and **fiscal reporting** procedures for NYC Department of Youth and Community Development (DYCD) and the Department for The Aging (DFTA).
- Demonstrated experience and knowledge of government contracts and multiple funding sources, and knowledge of general accounting principles.
- Strong computer skills, with demonstrated experience in accounting software, especially in Microsoft Excel and Word.

- Knowledge of MIP accounting software desirable.
- Must be able to work independently and meet deadlines while coordinating with fiscal team.
- Essential skills such as excellent written and verbal communication and organizational strength.
- Able to work beyond regular hours in order to meet deadlines.

**To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Fund Accountant in subject of e-mail.

Submissions without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**