

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: Fund Accountant
Department: Finance
Reports to: Director of Budgets and Contracts
Hours: Full-time

General Responsibilities:

- Review all programs' budgets and contract guidelines.
- Monitor monthly budget and expenditures. Communicate variances to program directors, when necessary, as well as informing Director of Budgets and Contracts on possible line item under-spending and suggesting budget modifications.
- Gather invoices and record journal entries.
- Prepare external reports and claims to for funding sources by appropriate due dates.
- Maintain analysis of claims and receipts on a monthly basis and submit to Director of Budgets and Contracts.
- Prepare account receivable reconciliations monthly and record the appropriate journal entries.
- Discuss monthly financial statements with program directors, if necessary.
- Prepare audit schedules and requested documents by auditors when necessary.
- Liaison with agency program director and independent auditors.
- Additional duties as assigned by Director of Contracts and Budgets 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 Fund Accountant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER