

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: Senior Accountant
Department: Finance
Reports to: Chief Financial Officer
Hours: Full-time

Position Summary: The Senior Accountant is responsible for all preparation and coordination of reconciliations, financial analyses, and coding of transaction to support periodic closings, and ensure an accurate and up to date general ledger.

General Responsibilities:

- Prepare and review trial balances.
- Reconcile balance sheet accounts to sub-ledger including accounts payable, accounts receivable, and revenue.
- Code all bills and invoices for entry into the AP system
- Prepare and review draft financial statements.
- Prepare agency depreciation schedule and related monthly journal entries accordingly.
- Prepare all supporting schedules to the trial balance.
- Review specific accounts to ensure accuracy of entries.
- Propose and prepare journal entries arising out reconciliations.
- Under direction of the Controller, provide supporting documents as requested by auditors.
- Under direction of the Controller, follow up on audit confirmations.
- Collaborate with Program Directors, through the CFO, to ensure that all program and compliance related information is available to auditors on a timely basis.
- Additional duties as assigned by Controller and CFO.

Qualifications:

- Bachelor's degree in Accounting.
- 5 years related experience with financial analyses and audits.
- 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.

- A dedicated work ethic.
- 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 Senior Accountant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER