

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

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 shall be responsible for all preparation and coordination of financial analyses required for periodic closings and agency audits.

General Responsibilities:

- Coordinate and oversee the following agency audits: A133 single audit, ACS audit, 403b pension audit, defined benefit pension audit, all program audits (DYCD, DFTA, OMH, DMH, etc.), and all desk reviews.
- Prepare and review trial balances.
- Reconcile balance sheet accounts to sub-ledger when necessary.
- 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.
- Provide supporting documents as requested by auditors.
- Act as a liaison with auditors and follow up on any outstanding issues.
- Follow up on audit confirmations.
- Collaborate with the Director of Budgets to ensure budget modifications are completed and submitted to auditors on a timely basis.
- 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 Chief Financial Officer and Controller.

Qualifications:

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

- Strong computer skills.
- Excellent verbal and written communication skills.
- A dedicated work ethic.
- A strong desire to help improve the lives of the residents in the East Harlem community.

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.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER