



Housing Action Council

55 South Broadway
Tarrytown, NY 10591
914-332-4144 (Tel.)
914-332-4147 (Fax)

Rosemarie Noonan

Executive Director

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Alan Gordon

Deputy Director

Agordon@affordablehomes.org

Director of Finance & Compliance

Housing Action Council, Inc. (HAC), a small not-for-profit organization dedicated to expanding housing opportunities for low and moderate-income households in the Hudson Valley. The agency is looking for a full time motivated individual to join our team, reporting directly to the Executive Director. This position plays a critical role in accounting functions of the agency and includes accounting activities related to preparing, analyzing and maintaining various financial statements, records and reports in support of the financial operations of the organization. Prepares journal entries, income and balance sheet statements, account reconciliations, cost and related reports. The successful candidate must be a detail-oriented, self-starter with a strong work ethic.

Responsibilities:

- Handles Accounts Receivables, Accounts Payable and administers employee payroll and benefits plans, including state withholding, employment related registrations, employee benefit plans, employee retirement plans and other payroll related matters.
- Manages grant and contract financial deliverables, and fiscal and program reporting in collaboration with program staff;
- Develops and manages all financial systems to ensure accurate oversight, reporting, and contract compliance;
- Prepares monthly reports on an Accrual Basis Accounting for Executive Director and Board of Directors;
- Reconciles monthly bank statements;
- Prepares financial reports and claims to funders and responds to financial information requests;
- Leads annual audit process on behalf of agency and its affiliates – direct response to information requests and provides overall support to auditors preparing annual audit, and federal and state tax filings;
- Prepares proposed annual budget for agency;
- Oversees systems and practices including reviewing internal controls, compliance with monitoring requirements, compliance with funding agencies requirements; and
- Appropriately handles confidential information



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Qualifications:

- Bachelor's Degree in Accounting or Finance required
- QuickBooks and Excel experience a must
- Proficient in Excel: ability to develop and maintain Excel spreadsheets
- Must have experience in accounting, budgeting, control, and reporting for a non-profit with multiple funding sources including government grants and contracts;
- Excellent oral and written communication skills;
- Demonstrated leadership ability; outstanding collaboration, interpersonal and organizational skills;
- Committed to the mission and vision of Housing Action Council;
- Must be a team player, as well as be able to work independently and efficiently on projects specifically to this position and for the organization as a whole;
- Ability to balance competing priorities and deadlines and to handle multiple tasks;
- Be a self-starter, with excellent follow through;
- Organized, detail oriented, and reliable

To Apply: Please email a cover letter and resume with salary requirements with Finance Director in the subject to: Gaitre Rambharose, Executive Assistant hac@affordablehomes.org

Housing Action Council is an equal opportunity employer.