



Job Description

JOB TITLE: GRANT ACCOUNTANT
FLSA: EXEMPT
DEPARTMENT: FINANCE
REPORTS TO: ACCOUNTING MANAGER
LOCATION: YONKERS

SUMMARY: Responsible for preparing grant and contract reimbursements including all related journal entries up to trial balance, supervision of bookkeeper and monthly processing of billing system. Reports to the Contract & Receivable Coordinator.

DUTIES AND RESPONSIBILITIES:

- Responsible for the direct supervision of the accounts receivable bookkeeper, ensuring accurate and daily deposits of cash receipts. Ensures the accuracy of cash application to the correct bank account as well as posting to the correct general ledger account.
- Review and process all rent adjustments submitted by property management. Supervises the accounts receivable bookkeeper in the production and mailing of monthly rent billings.
- Responsible for the monthly closing of the RM and AR systems and reconciling to the daily deposits.
- Responsible for the maintenance and reconciliation of all tenant security deposit accounts. Ensures deposits are refunded to the tenant, DSS or Westhab as tenants' vacate.
- Preparation of contract and grant vouchers to ensure reimbursement of program expenses, including assembling all required documentation. Prepares journal entries as required to maintain general ledger in compliance with grant funding. Monitor cash collections.
- On a regular basis monitors actual vs. budget reports for all grants. Responsible for fiscal compliance and reporting timeliness. Interface with program staff in the preparation of the budgets for these programs.
- Other duties as assigned.

EXPERIENCE & QUALIFICATIONS:

BA in accounting, finance or business administration. Minimum of two years of related work experience. Must have good Excel skills, strong organizational skills with an attention to detail, and excellent interpersonal, verbal and written communication skills.

AGENCY PROFILE & EMPLOYEE EXPECTATIONS

Westhab is the premier organization of our kind in our region, providing housing and supportive services for more than 10,000 of the most vulnerable members of our community each year. We are staffed by an extraordinary group of hard working professionals that are fully committed to our mission - *Building Communities. Changing Lives.* Working at Westhab is not easy. Our expectations for all staff are high. We believe that the people and the communities that we have the privilege to serve deserve our very best every day. We are results-driven organization that focuses on empowerment and impact. If you want to apply for this opportunity, it should only be because you feel ready for the challenges and expectations that come with joining this kind of team. (EOE)

Acknowledgement of Receipt

Print Name	Signature	Date
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