JOB DESCRIPTION

JOB TITLE: Senior Accountant
DEPARTMENT: Finance
FLSA: Exempt
REPORTS TO: Director of Accounting
LOCATION: Yonkers

SUMMARY:
The Senior Accountant’s primary responsibility will be government contract reimbursements, reporting and budgeting. The Senior Accountant will also be responsible for preparing GAAP basis financial reports and operating budgets for some of the tax credit limited partnerships and other owned properties. This position will also provide support to the Director of Accounting in corporate accounting and other analysis as needed.

DUTIES & RESPONSIBILITIES:
- Prepare monthly grant reimbursement vouchers and prepare all related journal entries and accruals.
- Demonstrate competency in using various vendor software for vouchering and reporting, ie, HHS Accelerator, CFR, HUD Continuum of Care.
- Monitor grant budget spending and prepare budget modification requests as needed.
- Meet with Program Director to manage spending and determine budget modifications.
- Ensure vouchers are issued on time and monitor reimbursements are received timely. Follow up with funders as necessary.
- Process monthly general ledger closing, prepare adjusting journal entries, and update all monthly work papers, including fixed asset and depreciation, insurance expense, and other accrued expenses.
- Reconcile intercompany accounts for all partnerships and submit reimbursements.
- Prepare and review monthly bank reconciliations.
- Prepare annual operating budgets and perform variance analysis monthly.
- Analyze outstanding tenant accounts and prepare bad debt analysis.
- Prepare quarterly (or monthly) limited partner reports for each tax credit project.
- Interface with auditor to prepare annual audit and tax returns.
- Review development project closing legal documents, review construction in progress schedules and prepare accounting entries as necessary.
- Support Director of Accounting with preparation of monthly corporate work papers, including but not limited to insurance, depreciation, management fees, accrued expenses, debt service, etc.
- Support VP Finance in preparing other specialized financial reporting as needed.
- Other duties as assigned.

EXPERIENCE, EDUCATION AND SPECIAL REQUIREMENTS:
- Bachelor degree in accounting from an accredited four-year college or university
- CPA or MBA a plus
- 3-5 years of related experience with grant, property management and/or non-profit accounting
- Demonstrative knowledge of advanced accounting theory and principles
- Strong Excel skills
- Ability to effectively handle multiple projects concurrently and accurately
- Capability to work in a faced paced environment
- Excellent communication skills