Senior Accountant

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/ Payable and administers employee payroll and benefits plans with PAYCHEX and other payroll related matters.
- Manages grant, contracts, financial and program reports in collaboration with program staff;
- Manages 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; making journal entries and bank deposits;
- Assists with annual audit process on behalf of agency; provides overall support to auditors preparing annual audit, and federal and state tax filings;
- Working with Executive Director on annual budget for agency.

Qualifications:

- Bachelor’s Degree in Accounting or Finance required
- QuickBooks a must
- High proficiency in Excel and other Microsoft applications required
- Must have experience in accounting, budgeting, control, and reporting for a non-profit with grants and contracts;
- Excellent oral and written communication skills;
- Committed to the mission 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;
- Organized, detail oriented, and reliable

Salary Range: $70,000 - $75,000

We provide excellent benefits including health insurance, 403B savings option, paid time off and holidays.

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

Housing Action Council is an equal opportunity employer.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and may change at any time.