



JOB ANNOUNCEMENT

Hamilton-Madison House seeks an Accountant Assistant who will provide support to the Finance Department by performing a variety of general accounting tasks and has a major responsibility in Accounts Payable/Receivable. This position reports to CFO and Reporting Manager.

Minimum Qualifications:

- Bachelor degree in accounting from an accredited college and 2+ years in an accounting role with current or previous emphasis on Accounts Payable/Accounts Receivable in non-profit/private factor
- Proficiency within Microsoft applications including Word, Excel and outlook, and FEZ accounting software applications
- Strong working knowledge of accounting fundamentals
- Strong analytical, problem solving and reconciliation skills
- Demonstrate success in creating and organizing reports
- Ability to handle multi-tasks in a high volume, fast paced environment
- Self-motivated, detail oriented, team player, able to work independently
- Excellent written, oral and organizational skills

Essential Functions:

- Responsible for Accounts Payable/Receivable, which includes but is not limited to reviewing and communicating with vendors and posting vendor invoices to accounting software
- Responsible for proper record retention of all Accounts Payable/Accounts Receivable documents according to agency policy
- Verifies validity of account discrepancies by obtaining and investigating information from billing department and from customers
- Verify vendor invoices to ensure accuracy and coding properly with proper approval level
- Track and monitor expenditures to ensure that funds are used efficiently, effectively and in accordance with funding sources
- Perform monthly accounts receivable reconciliation, generate end of the month reports and prepare monthly and/or quarterly financial and performance reports
- Must develop, analyze and interpret financial, accounting and service level information

- Preparation of weekly check-run
- Update payroll records by entering changes in exemptions, insurance coverage, savings, deductions, job title and department/division transfers
- Assists payroll tax filing, payroll reconciliation and resolves payroll discrepancies by collecting and analyzing information
- Provide technical assistance to resolve financial concerns associated with grant implementation and ensure compliance with audit requirements
- Assist in preparation of annual agency audits
- Other duties as assigned
- Perform back up assistance in other accounting functions when needed
- Managing petty cash transactions

Compensation: Commensurate with qualifications and experience

Hours: Monday to Friday, 35 hours per week

To Apply: Submit your cover letter and resume to:
Human Resources
Fax: 212-349-2793
Email: hrdept@hmonline.org

Posting Date: February 28, 2018

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer