

Job Title: Senior Accountant (PT)

Supervisor: Finance Director

Job Status: Part Time, Exempt

Job Hours: 20-25 hours per week

Location: Midtown Manhattan

Compensation: \$52.20 per hour

About Encore Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older adults in New York's City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers, but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

About Position: Located right in the heart of Manhattan in the Theater District, the Senior Accountant will be responsible for executing daily accounting and financial transactions. Reporting to the Finance Director, the successful candidate will be a strategic and analytical thinker, a problem solver, and possess a strong attention to detail. The Senior Accountant will perform key transactional and analytical functions supporting the agency. The Senior Accountant will be responsible for ensuring that day-to-day accounting and finance operations run smoothly, enabling the long-term success of the organization. This includes payroll accounting, review of g/l transactions, reconciliations, analysis, audit support, and maintenance of records. This is a great opportunity for an individual to use their sharp analytical and leadership skills to participate in management initiatives that shape the long-term strategy for a critical mission focused nonprofit.

Benefits This position is a part-time position with benefits that include generous paid time off (vacation, sick days and earned floating holidays), Flexible Spending Account, Dependent Care and transit benefits.

Job Responsibilities:

Accounting & Reporting

- Maintain all aspects of the general ledger (g/l);
- Review all financial transactions and processes - accounts payable and receivable, banking, escrow, credit cards, petty cash, payroll;
- Approve all vendor and contractor payments processed by the Finance Associate;
- Oversee the payroll process; ensure costs and liabilities are accurately recorded and classified;
- Liaise with outside payroll processor to ensure timely filing of quarterly tax returns;
- Record journal entries; review data and system-generated financial statements;
- Respond to external audits – government agencies, workers' comp., Encore annual;
- Monitor cash receipts and disbursements transactions and balances following Finance Associate entry
- Prepare and record in QB the biweekly and off-cycle payroll journal entries
- Allocate and record payroll processing invoices
- Monitor the accuracy of and reconcile employee payroll deductions
- Reconcile quarterly payroll tax returns (941) with general ledger
- Reconcile tenant escrow transactions
- Record interest and dividend receipts

- Reconcile all bank accounts (view-only access) and petty cash accounts in QB
- Reconcile fixed assets, accrued expenses, payroll liabilities on quarterly basis
- Assist Finance Associate with cash receipts and expenses (offsets) data entries as needed

Financial Analysis & Administration

- Extract QB data and reports for analysis
- Address inquiries from vendors, funders, internal and external parties
- Oversee the physical & electronic filing, safekeeping, archival, retrieval of financial documents;

Job Qualifications:

Required

- 10 years' work experience
- Bachelor's degree in Accounting
- Knowledge of GAAP – Generally Accepted Accounting Principles;
- Demonstrated expertise with QuickBooks Desktop software, Applications without QuickBooks experience will not be considered
- Proficiency in MS Excel
- Excellent written, verbal and computer skills;
- Strong interpersonal skills and ability to work as part of a team;
- Ability to multitask while also meeting deadlines
- Ability to have a flexible work schedule and willingness to jump in and “get the work done,” even if that means working occasionally on weekends, evenings, and some traditional holidays.

Preferred

- Familiarity with payroll concepts, process and terminology
- Direct experience with government contracts and financial reporting
- Experience building detailed line-item budgets for multiple departments and divisions

How to apply: Email Resume and Cover Letter to jobs@encorenyc.org. In the subject line, please indicate “**Senior Accountant**”.

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.