



50 East 168th Street, Bronx, New York 10452
www.WHEDco.org

Title: Fiscal Specialist (Accounts Receivables)
Location: 50 East 168th Street, Bronx NY 10452
Reports to: Controller

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco’s mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See www.whedco.org for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Job Summary: Under the direct supervision of the Controller, the Fiscal Specialist will help maintain the Fiscal departments administrative transactions, including accurate and timely data entry, such as recording and processing accounts receivables , assisting with audit preparations and other duties the Fiscal Department as assigned.

Primary Responsibilities:

- Record all cash receipts in Fund EZ by the end of month.
- Deposit all monies received to bank.
- Maintain and organize cash receipts to DocStar.
- Assist with audit requests.

Government Contracts:

- Support G&C with administrative duties.
- Maintain and organize government contract.
- Maintain and update various NYC, NYS and federal contract portal sites.
- Support Grants during the contract procurement process.

Other Support:

- Print daily bank reports and clear checks in Fund EZ.
- Obtain and record copier and postage readings for UH and IG locations.
- Serve as back up to process and obtain credit card backup.

- Maintain Lease Agreements and other vendor contract agreements.
- Maintain journal entry and bank reconciliation binders.
- Provide other support, as needed.

Qualifications:

- AA or BA, preferred, with 2 years of relevant experience. An individual with a High School Diploma with 3 years of relevant experience would be considered.
- Excellent attention to detail, accuracy and task quality, a must.
- A proven track record of maintaining strict confidentiality.
- Good working knowledge of Microsoft Office, specifically, MS Word and Excel.

Excellent benefits and competitive salary based on experience.

To respond, send a cover letter and resume to one of the following:

Email: fiscalrecruit@whedco.org

Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452

Attn: Controller