



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

Title: Staff Accountant
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 Staff Accountant will be Responsible for Monthly Close and Fiscal Operation duties.

Primary Responsibilities:

- Prepare monthly journal entries
- Prepare reconciliations of balance sheet accounts.
- Provide detailed analyses and explanations of account balances.
- Reconcile payroll to Form 941 reports
- Prepare and analyze revenue recognition reports
- Assist in updating direct expense allocations
- Assist with audit requests.

Government Contracts:

- Prepare grant status reports and review with program directors
- Prepare contract closeout analysis and reports
- Support Grants during the contract procurement process.

Other Support:

- Maintain journal entry and bank reconciliation binders.

- Provide other support, as needed.

Qualifications:

- Bachelor's degree in Accounting, Finance or business related degree with minimum two years of relevant experience or an associate degree in Accounting, Finance, or business related degree with four years of relevant experience.
- Strong analytical abilities.
- Excellent attention to detail, accuracy and quality.
- A proven track record of maintaining strict confidentiality.
- Good working knowledge of Excel and Word.
- Knowledge of Fund EZ and allocating expenses a plus.

Excellent benefits and competitive salary based on experience.

To respond, please 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