



## **Job Description: Senior Accountant - General Ledger and Contract Budgets**

**Position Description:** The Senior Accountant – General Ledger and Contract Budgets will be responsible for analyzing and reconciling account balances, maintaining general ledger and preparing month-end/ year-end closing procedures.

### **Job Duties:**

- Analyze all balance sheet accounts monthly
- Review accounts payable and cash disbursements to ensure single counting of expenses
- Review financial statements for completeness
- Complete/assist Controller in completing the CFR and other financial reports
- Assist Controller with monthly/annual closing
- Prepare schedules for audits
- Assist in the development of budgets and budget modifications.
- Ensure accounting records accurately reflect budgets in effect.
- Other duties as may be assigned.

### **Qualifications:**

Must have bachelor's degree in accounting or related field. Preferred candidate should have 1-3 years experience. Auditing and/or not for profit experience a plus.

### **How to Apply:**

Interested applicants should send cover letter, resume, and salary requirements to Nikki Hoang at [NHoang@mhaofnyc.org](mailto:NHoang@mhaofnyc.org)

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.