



Senior Accountant

Department	G & A
Hours Worked:	Full-Time-37.5 hours per week
FLSA Status	Exempt
Reports to:	Director of Finance
Supervises:	N/A
Salary range	75,000 – 90,000/year
Benefits	NCP offers a comprehensive benefits package including generous health benefits, 15 Days accrued PTO in first year, 12 paid holidays, medical, dental and vision insurance, 401(k), supplemental short-term disability insurance, long-term disability insurance, and life insurance

JOB SUMMARY

We are looking for a dynamic candidate for the role of Senior accountant who is responsible for completing monthly financial statements and reconciliations of account balances in a timely and accurate manner. Works with the Accountant to ensure cash disbursements, cash receipts, and other banking transactions are accurate and complete. This role includes preparing and maintaining financial reports, records, and general ledger accounts, conducting cash flow and other financial analyses and projections, supporting audit activities, and assisting in the Agency's budget preparation. Additionally, the Senior Accountant collaborates with Loan Servicing staff to accurately account for lending activities.

ESSENTIAL FUNCTIONS

Accounting

- Prepare analyses and schedules to support financial recommendations.
- Reviews entries and prepares reconciliations in connection with the month-end closure.
- Reconciles and general ledger accounts on a monthly basis.
- Works with the Treasurer to audit credits card and trade accounts.
- Ensure accounts payable and cash disbursements are accurate and complete. • Processes cash receipts, bank deposits, and other banking transactions.
- Collect Invoices from customers and reconcile accounts.
- Ensures the accuracy of grant transactions to comply with funder and regulatory requirements.
- Complete tasks assigned for the Agency's annual and funder audits.
- Assist in the preparation of the Agency's annual budget.
- Maintain schedules to support the allocations of revenues and expenses.

Loan Servicing

- Reconciles new loans, rehab, and energy closings in the general ledger and the transfers of cash to fund projects.
- Maintains reconciliations of customer escrow accounts in the general ledger.
- Ensures the processing and distribution of monthly customer statements and collection letters is timely and accurately posted in the GL.



OTHER DUTIES

- Backup to review and post the monthly summary of customer Loan activities and track corresponding cash receipts in the GL.
- Backup to review and post monthly reconciliations and transfer of principal, interest and fees between the designated lending bank accounts.
- Accomplishes other duties and tasks assigned by the supervisor.

EDUCATION & EXPERIENCE

- Bachelor's degree in accounting or a related field.
- Minimum of 5 years of accounting experience.
- Experience in not-for-profit accounting with grants or fund accounting preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Strong mathematical and analytical skills.
- Excellent verbal and written communication skills, with ability to communicate effectively with all levels within the Agency and external customers.
- Effective problem-solving skills.
- Strong organizational skills and ability to prioritize work.
- Knowledge of Sage Intacct preferred.
- Proficient use of Microsoft Office suite, especially Excel

Physical Demand & Work Environment

This is an on-site position at the 570 South Avenue location. However, occasional accommodation can be made for off-site work, based on situational needs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; talk; hear. The employee may occasionally be required to stand, carry, reach, climb, pull, stoop, kneel, crouch, balance and lift and/or move up to 20 pounds. The employee may rarely be required to perform repetitive tasks. Specific vision abilities required by the job include close vision, peripheral vision, and depth perception. The noise level in the work environment is usually moderate. We are an Equal Opportunity Employer.

Apply online via indeed.com or submit a resume to HR department at:

kkhan@ncpny.org