



## Job Description

Job Title: Senior Staff Accountant - Housing

FLSA Status: Full Time, Exempt

Classification: Professional

Department: Administration

Office: CCCS Finance  
Controller's Dept

Reports to: Controller

Supervisory Responsibilities: Yes \_\_\_\_\_ No  X

### Summary:

The Senior Staff Accountant (Housing) is an important member of the Controller's staff with responsibilities related to providing timely and accurate financial accounting, analyses and reporting primarily for the Housing-related entities in which Catholic Charities Community Services (CCCS) provides such services. The services include:

- Maintaining the accuracy and integrity of subsidiary and general ledgers, reconciling and analyzing accounts
- Prepare journal vouchers, review coding, draft monthly financial statements and prepare audit work papers and audit drafts
- Prepare Governance reports, monthly financial reports, budgets and forecasts
- Track development projects, milestone progress / completion and determine revenue recognition

The Senior Staff Accountant operates under the guidance of the Controller and must be a team player with good communication, accounting and computer skills. These skills are required to effectively perform analyses and accounting work to support timely and accurate production of financial information as well as meeting audit requirements.

### Duties and Responsibilities:

1. Coordinate and implement the fiscal terms of Service Agreements generally including:
  - Monitor local staff to ensure transactions are accurate and appropriately reconciled, timely and appropriately processed with sufficient internal controls: payroll,

accounts payable, cash receipts and journal vouchers. Maintain or review books of accounts.

- Timely and accurately process operational and financial results, issue monthly financial reports, prepare accounts for audit, coordinate with auditors and draft financial disclosures.
  - Prepare reports for Governance (Boards and Committees), government agencies (IRS, NYS, NYC, etc.) including contract claims, advances and legal firms.
  - Review and monitor internal controls, making recommendations for improvements.
2. Negotiate and assess fiscal services to be provided; recommend fees and estimate costs of delivering services; keep annual agreements up to date.
  3. Provide a monthly calendar citing the key fiscal dates for each entity; prepare a monthly department summary report of accomplishments and issues.
  4. Other assignments and special projects as required, including fiscal work in non-housing related entities, ad hoc accounting/economic assignments and analyses requested.

**Position Type and expected hours of work:**

- This is a full-time position. Days and hours of work are generally 9:00 AM to 5:00 PM Monday - Friday. Additional weekend and evening hours may be required to meet agency deadlines.

**Working conditions and physical demands *required*:**

- Remain in a stationary position at a work station and use a computer at least 70% of the time.
- Travel to other sites minimally, using vehicle or public transportation, traverse city streets; occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Carry a laptop to offsite work locations.
- Ability to work with demanding, multiple deadlines.

**Significant Working relationships:**

- Executive, operational and fiscal staff including Controller's Group, Senior Financial Management, auditors and Legal Counsel.

**Qualifications**

**Education and/or experience *required*:**

- Bachelors in Accounting with 4 years relevant experience or
- Bachelors in Accounting with 2 years Housing-related experience

**Skills, Licenses, and/or competencies *required*:**

- Good financial and systems / software knowledge:

- Financial - of accounting, finance, budgeting, cost control principals including Generally Accepted Accounting Principles (including non-profit accounting) and federal / state financial regulations.
- Systems & software - Microsoft Office, Excel and Word required. Quick learner and strong in adapting to computer applications.
  - \*ABILITY TO SUCCESSFULLY PASS “PROVE-IT” SKILLS TEST
- Good interpersonal skills exhibited by the ability to communicate with staff, management, and other departments in a professional manner
- Good analytical skills, paying attention to detail, developing and recommending solutions (including written procedures) and the ability to prioritize and complete tasks on a timely basis with minimal supervision in a fast paced environment
- Professional interpersonal, written and verbal communication skills.
- Work requires a strong work ethic and exhibiting a sense of urgency in completion of tasks, willingness to work a flexible schedule and a commitment to the mission of Catholic Charities.

**Considered A Plus**

- Accounting for Non-profit and / or Housing-related experience
- Lawson Financial Systems
- CPA