Senior Accountant

The Bowery Mission (TBM) exists to promote the flourishing of New Yorkers overcoming homelessness and marginalization. The Finance Department works to ensure the highest standards of financial management to guide how the company manages growth, revenue, expenses, and cash flow to achieve its goals. As a key member of the Finance Department, The Senior Accountant plays a pivotal role in supporting the Director of Accounting in managing the accounting and financial activities of the company. Central to this responsibility is ensuring compliance with legal guidelines and established accounting principles, particularly within nonprofit accounting. We seek a candidate who is not only an experienced accounting professional but also possesses excellent communication skills, self-motivation, attention to detail, adept time management, prioritization abilities, and strong problem-solving capabilities.

This role involves providing weekly and monthly support, focusing on intercompany accounting, balance sheet reconciliation, and process improvement initiatives.

The Senior Accountant will manage reconciliations for bi-weekly payroll, Accounts Payable via Bill.com, payroll through Bamboo HR reconciliations, and Accounts Receivable via Salesforce. The Senior Accountant plays a critical role in preparing and supporting the review of monthly financials, quarterly re-forecasts, annual budgets, audit work papers, and Form 990 documentation. Additionally, the Senior Accountant supports the budgeting process and provides management with essential decision-making information.

This position is hybrid, full time employees work full time hours of 40 hrs per week with the Director spending 2-3 days per week onsite at our Tribeca, NY office.

Work schedule is Monday - Friday 9 am - 5:30 pm.

Reports to: Director, Accounting

Key Responsibilities:

- **Financial Operations:** Supports the analysis of financial data and presents financial reports in an accurate and timely manner; communicates monthly, quarterly, and annual financial results; monitors progress and changes and keeps senior leadership abreast of CHA's financial status. Support CHA activities are conducted in accordance with established legal, regulatory, and organizational standards. payroll journal entry and reconciles 941 reporting to payroll expense.
- **Revenue and Expenses:** Manages the migration of Salesforce projects and related project coding into the General Ledger. Manages the upload of Bill.com data into the General Ledger. Records the bi-monthly
- **Assets and Liabilities:** Prepares the monthly reconciliation of Balance Sheet accounts including Bank, Investment, and Fixed Assets Work-in-Progress.
- **Annual Audits and Filings:** Prepares work papers in support of the annual audit and the Form 990 preparation. safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- **Financial and Budget Planning:** Support the annual budgeting process and provides management information for executive decision-making. Prepares, reviews, and interprets financial/budget reports, working with DOA and CFO during the strategic and budget planning process. Works closely with program leaders and their staff assisting in program compliance and training. Maintains internal controls and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.

Requirements:
• Embraces the organization’s Statement of Faith
• At least 3-5 years of proven work experience in accounting role with financial oversight responsibilities
• Bachelor’s degree with a major in accounting
• Work experience would include a working knowledge of non-profit accounting, accounting software, providing reporting on finances, leading audits, government filings and compliance.
• Strong computer skills, MS Excel in particular (managing spreadsheets, creating charts and using advanced formulas) and MS Office tools. Sophisticated knowledge of general ledger, accounts receivable and payable processes.

Preferred:
• MBA/Masters preferred
• CPA helpful but not required
• Experience using Bamboo HR, Bill.com Salesforce, ExpensePath, Financial edge, SageIntacct

Salary commensurate with relevant education & experience: $79,000 - $84,000 per year

The Bowery Mission takes the health & safety of our staff, guests, clients, and volunteers very seriously, especially as it relates to Covid-19.