



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST AVAILABLE POSITION

POSITION: Financial Accountant

PROGRAM: Finance

JOB DESCRIPTION:

Financial accountant to handle company's accounting tasks and using data to prepare income statements, cash flows statements and balance sheet, analyze and make forecasts, budget, performance measures and plans, then present them to senior management to assist in its operational decision making.

This position also maintains financial systems and is responsible for the overall financial operations and the preparation of the monthly financial close and preparation of financial statements. The position requires to be educated in both human capital and financial management skills.

ESSENTIAL FUNCTIONS:

- Responsible for the creations and management of the monthly financial closing process, ensuring that AP, AR and allocations are done in symmetry with GAAP based accrual accounting.
- Prepare monthly financial reports, ensuring timeliness, accuracy, and compliance with agreement terms for review by the Controller and/or CFO.
- Manages and maintains a synchronized system of reports for various grant funders, and program directors.
- Interpret provisions in grant/contract documents relating to payment terms, billing, limitations on cost, and requirements for budget modifications and extensions.
- Determine the correct allocation of expenses to funding sources, maintain documentation of decisions, and prepare allocation input.
- Perform monthly and annual reconciliations of revenue, cash receipts, and other project activity against the general ledger and project ledgers.
- Work closely with project staff to monitor spending, compliance, and the need for budget modifications and/or extensions.
- Responsible for coordinating the claiming and grants process.
- Provides support to Controller for ad-hoc budgeting, program audits and other day-to-day tasks.
- Reviews the journal entries, account analysis and other aspects of the financial closing process.

- Works closely with Staff Accountants to ensure that that all monthly entries are booked in accordance with actually spending.
- Prepares and updates the monthly schedule of FTE's and allocations and ensures that these allocations are codified into the accounting system.
- Maintains and effectively communicates any changes in the chart of accounts to all staff to ensure that there is clear communication in this area.
- Offers support and overall quality assurance for the Consolidated Fiscal Report Preparation.
- Responsible for Journal entries in accordance with allocations.
- Assists with ad-hoc analysis as appropriate.
- Establishes and trains staff as appropriate.
- Leads and co-ordinates the annual independent audit process and manages all audit (external and internal) needs with the assistant of the Staff Accountants
- Responsible for the preparation of the monthly cash flow report.
- Interface with all finance areas to ensure accuracy and integrity of data flow
- Preparation and review of all analytical submissions for Management
- Assist in the overall operation of the department
- Prepare multiple monthly reports and analysis
- Minimum Requirements

EDUCATION:

A Bachelor's degree in finance, accounting or related field is required. Certified Management Accountant (CMA) designation desired or a relevant master's degree is a strong plus. High level of technical, analytical and interpersonal skills with ability to proactively resolve issues.

EXPERIENCE:

At least 5-7 years of experience in a complex non-profit organization in the accounting area, with a strong knowledge of the Consolidated Financial Report (CFR) budgeting protocol and procedures and strong hands-on knowledge of Microsoft Excel. The candidate should have knowledge of Abila MIP Fund Accounting System, financial statement preparation, A-133 compliance.

Salary: 70k-74k plus benefits

Benefits package, including health and dental insurance

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the requirements for the position to:

Orlando Acevedo
Chief Financial Officer

[**OAcevedo@theguidancecenter.org**](mailto:OAcevedo@theguidancecenter.org)