Job Title: Staff Accountant
Supervisor: Controller
Job Status: Salaried Exempt (Full-Time)
Job Hours: 35 hours per week
Location: Midtown Manhattan
Compensation: Commensurate with experience

About Encore: For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities, so that they may live with dignity and decency in a safe and caring environment. Encore provides a comprehensive array of programs for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. The organization takes a “no wrong door approach” to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. With the arrival of a new Executive Director the organization is working to build off of a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York’s diverse and vibrant senior community.

About Position: Our dynamic, growing organization seeks a Staff Accountant to join our team in order to execute our daily accounting and financial transactions. Reporting to the Controller, the successful candidate will be a strategic and analytical thinker, a problem solver, and possess a strong attention to detail. The Staff Accountant will perform key transactional and analytical functions supporting the agency. The Staff Accountant will be responsible for ensuring that our day-to-day accounting and finance operations run smoothly, enabling the long-term success of the organization. This includes processing accounts payable, grant and fund accounting, contract billing, payroll, preparation of reports, banking, and maintaining records.

Job Responsibilities:

Accounting & Reporting

- Maintain the general ledger (QuickBooks - QB) chart of accounts, vendor and customer lists
- Track accounts payable and receivable transactions and balances
- Prepare and record in QB the biweekly and off-cycle payroll journal entries
- Calculate and monitor the accuracy of employee payroll deductions
- Record government revenue entries and monitor due to/from funders
- Reconcile all bank accounts, credit cards and petty cash in QB
- Reconcile fixed assets, accrued expenses, payroll liabilities on quarterly basis
- Distribute and report contractor 1099s annually
- Support fieldwork and documentation gathering for periodic and annual external audits
- Assist Bookkeeper with cash receipts and expenses data entries; serve as back-up if needed

Finance & Analysis

- Populate budget data by account and classification in QB
- Extract QB data and reports for analysis
• Access and classify bank transactions for ease of QB data entry
• Organize the physical & electronic filing, safekeeping, archival, retrieval of financial documents
• Assist Controller with inquiries from vendors, funders, internal and external parties

**Required Qualifications**
- 5 years’ work experience
- Bachelor’s degree in Accounting
- Demonstrated experience with QuickBooks Desktop software, Applications without QuickBooks experience will not be considered
- Proficiency in MS Excel
- Excellent written, verbal and computer skills;
- Strong interpersonal skills and ability to work as part of a team;
- Ability to multitask while also meeting deadlines
- Ability to have a flexible work schedule and willingness to jump in and “get the work done,” even if that means working occasionally on weekends, evenings, and some traditional holidays.

**Strongly Preferred Qualifications**
- Familiarity with payroll concepts, process and terminology
- Direct experience with government contracts and financial reporting
- Experience building detailed line-item budgets for multiple departments and divisions

**How to apply:** email Resume and Cover Letter with Salary requirements to jobs@encoreny.org In the subject line, please indicate “Staff Accountant”

*Due to the high volume of applicants, only qualified candidates will be contacted.*
*Encore Community Services offers excellent benefits and is an Equal Opportunity Employer/Program*