



239 West 49<sup>th</sup> Str.  
New York, NY 10019  
212-581-2910

**Job Title:** Finance Associate  
**Supervisor:** Assistant Controller  
**Job Status:** Salaried Exempt/ Full Time  
**Job Hours:** 35 hours per week  
**Location:** Midtown Manhattan  
**Compensation:** Commensurate with experience

**About Encore:** How have you impacted someone's life today? At Encore Community Services, our teams are dedicated to supporting the lives of older New Yorkers so that they may live with dignity and decency in a safe and caring environment. For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities. 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. The organization is working to build off 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 Finance Associate to join our team in order to manage our daily receipts and disbursements transactions. Reporting to the Assistant Controller, the successful candidate will be a meticulous and analytical record-keeper, a problem solver, and possess a strong attention to detail. The Finance Associate will perform key transactional and administrative tasks supporting the agency. S/he will ensure that Encore's day-to-day business operations run smoothly and enable long-term organizational success.

**Benefits:** This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental, Visions, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 5% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

**Responsibilities:**

***Accounts Receivable***

- Assume responsibility for, maintain and update the customer and names database in the accounting software (QB – QuickBooks Desktop)
- Open and review incoming mail, including bank statements and customer correspondence
- Create customer invoices and statements in QB
- Record and track rents, subsidies, credits, refunds
- Generate residents' statements from QB; reconcile with payment register
- Deposit checks at regular intervals; post same in QB
- Access bank activity (view-only) and record recurring electronic receipts
- Liaise with Development staff re: donations and pledges; report fundraising revenue data for reconciliation with fundraising database (Donor Perfect)
- Record contributions, donations, rebates and other receipts in respective g/l accounts
- Monitor A/R aging and initiate correspondence with customers as necessary

***Accounts Payable***

- Assume responsibility for, maintain and update the vendor and employee database in QB

- Review vendor and contractor bills for accuracy, completeness, approval(s); follow up as necessary
- Record bills and process checks/ACH payments via Encore's internal request protocol
- Mail payments and organize related paperwork for easy identification and retrieval
- Access bank activity (view-only) and record recurring electronic payments
- Monitor A/P aging and payment scheduling with respect to Encore's cash position
- Enter credit card charges, obtain related documentation from staff, reconcile to statement
- Create and record petty cash reimbursement payments in line with supporting documentation
- Liaise with HR Manager re: fringe benefits, invoice allocations, and employee listing/changes
- Distribute and report vendor 1099 forms annually

### ***Escrow Accounting***

- Record tenant SSI receipts and expenses
- Prepare monthly managed-money activity statements
- Reconcile tenant escrow transactions and discrepancies

### ***Filing and Other Support***

- Physically & electronically file and archive financial documents for ease of retrieval
- Support external audits – government agencies, workers' comp., Encore annual
- Respond to inquiries from vendors and customers re: billing matters
- Assist Controller and Budget Manager during special projects or as needed

### **Qualifications:**

#### **Required**

- 5-plus years bookkeeping experience
- Associate's degree in Accounting
- Demonstrated expertise with QuickBooks Desktop software - *Applicants without prior QuickBooks experience will not be considered*
- Proficiency in MS Excel
- Good written, verbal and technological skills; ability to manage multiple projects simultaneously
- Strong interpersonal skills and ability to work as part of a team

#### **Preferred**

- Nonprofit experience – either government, nonprofit agency, private foundation, CPA firm
- Experience with third-party billing and receipts software platforms (e.g. Bill.com, Expensify)
- Knowledge of payroll concepts, terminology, processes and systems

**How to apply:** Email resume and cover letter **with salary requirements to [jobs@encorenyc.org](mailto:jobs@encorenyc.org)** In the subject line, please indicate "Finance Associate."

Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please.

**All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.**

*Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be*



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*made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.*