



LENOX HILL NEIGHBORHOOD HOUSE

Accountant: Position Available

Lenox Hill Neighborhood House, widely recognized as one of New York's premier human services providers, is a 125-year-old settlement house that provides an extensive array of effective and integrated services--social, educational, legal, health, housing, mental health, nutritional and fitness--which significantly improve the lives of 15,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our clients include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons, adult learners and thousands more. For more information on Lenox Hill Neighborhood House, please visit our website at www.lenoxhill.org and our Facebook page at www.facebook.com/LenoxHillNeighborhoodHouse.

We are currently seeking an **Accountant** to join our terrific team of six experienced accounting professionals. Reporting directly to and supervised by our Chief Accounting Officer, the Accountant will train in many accounting areas (e.g., Accounts Payable, Payroll, Budgeting, Audit, Program Accounting and more) and perform an interesting mix of functions that support our large entire multiservice organization. This is an excellent opportunity for an Accountant to learn nonprofit accounting and grow at one of New York's premier nonprofits and make a very real difference in improving the lives of 15,000 people in need.

Primary Responsibilities

- ✓ Perform key programmatic accounting functions
- ✓ Provide support in the areas of financial reporting, annual budgeting process, audits, grant compliance and financial operations
- ✓ Reconcile and monitor revenue and expenses
- ✓ Prepare and process journal entries

Qualifications

- ✓ Bachelor's degree in Accounting
- ✓ CPA a plus
- ✓ Minimum of two years' related experience required. We are interested in applicants with varying degrees of experience
- ✓ Sound knowledge of general and nonprofit-specific accounting principles and procedures
- ✓ Advanced proficiency in Excel (e.g., Pivot Tables, VLOOKUP and SUMIFS Functions)
- ✓ High proficiency in the use of financial software applications--Financial Edge preferred
- ✓ Nonprofit accounting experience strongly preferred

Compensation: Excellent salary, depending on experience, a comprehensive benefits package (health care coverage, retirement benefits, vacation, access to professional development and much more) -- all in an excellent and fun working environment.

To apply: Interested applicants should send a cover letter and resume to: accountant@lenoxhill.org.