



JOB ANNOUNCEMENT

Accounting Manager New York, NY

The Organization

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country.

The Team

The Finance Team is an integral part of CSH focusing on efficiency, accuracy and transparency of business support services.

Position Responsibilities:

General Accounting and Audit Functions

- Performs various accounting functions with varying levels of complexity including overseeing financial data collection to ensure accuracy and compliance with CSH policies and donor restrictions, posting journal entries, reconciling accounts, creating special reports, and deducting remitting pension fund contributions.
- Prepares and maintains schedules for grants receivable, fixed assets, investments and loans payable
- Coordinates and monitors general ledger and prepares monthly and annual financial statements. Oversees the monthly and year-end closing process.
- Responsible for the accurate maintenance and analysis of monthly financial schedules that serve as the basis of CSH's audited schedules at year end.
- Maintains general ledger and prepares monthly financial reports for all CSH managed CDE accounts and the Housing Solutions Fund.

Report Preparation

- Prepares and maintains monthly management and benchmark reports, including the statement of operations and the statement of financial position
- Prepares financial reports, such as grant expense and payable reports, as required, for internal and external usage as required.

Oversees Payroll and Accounts Payable

- Provides supervision and guidance to the Junior Accountant to ensure accurate and timely preparation of payroll taxes and related liabilities; and the reconciliation of the quarterly 941s
- Supervises the processing of accounts payable, receivables and payroll allocation including implementing effective monitoring and evaluation and coding procedures to ensure accuracy
- Supervises and directs Junior Accountant, including monitoring and evaluation of work performance, assisting with more complex or unusual problems, delegating work responsibilities and providing coaching, mentoring and training.

Financial Analysis and Monitoring

- Analyzes the organizations financial commitments and manages cash flow, investments and bank balances to meet the financial obligations and needs of the organization; reconcile corporate bank accounts

Perform any other departmental or organizational duties or special projects, as directed by the Controller.

Position Qualifications

All CSH staff share a common competency framework. These competencies guide our approach and help us to create value. The successful candidate will be adaptable, entrepreneurial, collaborative, innovative, flexible, and a problem solver. Her/his work will be driven by strategic thinking and executed with creativity and efficiency. She/he will demonstrate patience and a commitment to treating others with respect.

Specific skills and experience include:

- Strong analytical, interpersonal, presentation, and written and verbal communications skills.
- Ability to communicate clearly and simply, coupled with a strong creative sensibility and ability to think critically and strategically.
- Proficiency in using Microsoft Office Suite including Word, Excel, Power Point and Outlook.
- Experience in Microsoft Dynamics SL accounting software and Quickbooks
- Sound business ethics, including the protection of proprietary information.
- Bachelor's degree in a related field; advanced degree a plus.
- Eight or more years' related experience; three to five years management experience

To Apply:

Applications received by **November 21st, 2014** are assured consideration.

Candidates should apply by clicking on the link below. All candidates should attach their **Resume, Cover letter and Salary Expectations as one Microsoft Word or PDF document.**

<https://home2.eease.adp.com/recruit/?id=14038652>

(Please note that some internet browsers may not allow you to upload files, if this is the case please copy and paste your resume and cover letter in the text box)

CSH is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.