

Hudson River Housing, Inc.
Position Description

Position: Staff Accountant Level II

FLSA Category (Check one): Exempt Non-Exempt

Primary Site Assigned to: Administration

Immediate Supervisor: Director of Finance

General Description:

Staff Accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful Staff Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts.

Principal Duties:

1. Reconcile account balances, bank accounts, and maintain intercompany general ledgers
2. Maintain grant budgets and monitor monthly grant expenditures
3. Assisting during annual audit and periodic audits by oversight agencies.
4. Verify, allocate, post and reconcile accounts payable and receivable
5. Produce error-free accounting reports and present their results
6. Spot errors and suggest ways to improve efficiency
7. Review and recommend modifications to accounting systems and procedures
8. Prepare financial statements and produce budget according to schedule
9. Support month-end and year-end close process
10. Develop and document business processes and accounting policies to maintain and strengthen internal controls
11. Ensure compliance with GAAP principles
12. Other duties as assigned.

Qualifications:

Education/Knowledge: BS degree in Accounting, Finance or relevant required. In-depth understanding of Generally Accepted Accounting Principles (GAAP) Requires a proficient knowledge of Excel. Knowledge of Financial Edge NXT and Yardi a plus.

License Requirements: Valid driver`s license

Other: Requires the ability to work independently with minimal supervision; must be a self-starter, organized and detail-oriented, able to multi-task, have intermediate math skills, foresight, planning, flexibility and ability to pay great attention to detail.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment

Salary requirements: \$50,000.00 - \$55,000.00