



**Job Title:** Accountant

**Reports to:** Finance Director

**Department:** Finance

**Status:** Full-Time/Exempt

**Schedule:** M-F; 9:00am-5:00pm

**Last Updated:** May 4<sup>th</sup>, 2025

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### **Job Summary:**

We are seeking a detail-oriented, mission-driven Accountant to support the financial operations of our nonprofit organization. The Accountant will oversee the work of the Bookkeeper and report directly to the Finance Director. While the role includes individual responsibilities, the finance team works collaboratively to ensure accurate reporting, compliance, and financial transparency across the organization. The ideal candidate will bring experience in nonprofit accounting, budgeting, and reporting, and be comfortable managing multiple priorities.

### **Duties and Responsibilities:**

- Maintain accurate general ledger and financial records in accordance with GAAP and nonprofit accounting standards.
- Oversee daily accounting activities handled by the Bookkeeper, ensuring accurate and timely transaction processing.
- Produce monthly financial statements, including income statements, balance sheets, and budget-to-actual reports.
- Review monthly expense trackers submitted by each department, identifying variances and assisting with analysis.
- Prepare and update organizational cash flow statements and forecasts to support short- and long-term financial planning.
- Support the preparation and monitoring of organizational and departmental budgets.
- Record and review financial transactions, including journal entries, accounts payable, and accounts receivable.
- Reconcile bank and credit card accounts monthly.
- Yearly 1099s preparation and filing
- Monitor grant spending and ensure compliance with funder requirements.
- Assist the Finance Director with various tasks and projects as needed, including audit preparation and financial planning.
- Ensure adherence to internal controls, policies, and accounting procedures.
- Collaborate with program and operations staff to ensure accurate reporting and budget tracking.





**Qualifications and Skills:**

- Bachelor's degree in accounting or related field
- 3-5 years of accounting experience, preferably in a nonprofit setting.
- Strong analytical, communication, and computer skills
- Experience overseeing bookkeeping or junior accounting staff.
- Strong knowledge of nonprofit accounting principles, especially fund and grant accounting
- Attention to detail
- Proficient in accounting software (e.g., Sage Intacct, QuickBooks), Monday.com, Salesforce, and Microsoft Excel
- Excellent organizational, analytical, and problem-solving skills.
- Multi-tasking and organizational skills to manage different financial duties, including the ability to prioritize tasks to meet deadlines

**Salary:** \$71k - \$80k

*CHCF offers a comprehensive employee benefits package.*

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