



POSITION ANNOUNCEMENT

Senior Accountant

Vera House, Inc. is a human service agency that provides unconditional care for individuals and families-through comprehensive domestic and sexual violence prevention and intervention services. We believe in collectively serving members of the community and creating an environment of accountability for our services. We strive to provide our employees with flexible schedules, when possible, a level of autonomy to complete their work, and a culture of belonging. We strive to interrupt the norms that cause harm and perpetuate oppression.

This position will handle the day-to-day general ledgers and monthly and quarterly grant reports for all divisions at Vera House, Inc. This position will also provide support to the Finance Director with budgeting and payroll allocations for grant reporting purposes.

RESPONSIBILITIES

- Maintain general ledger accounts, prepare monthly journal entries, and prepare monthly account reconciliations
- Assist in developing and implementing financial procedures
- Provide support to the Finance Director by researching and analyzing accounts, budgets, and contracts
- Create procedures on processes and procedures
- Run financial reports for various Vera House departments
- Provide budget analysis and finance support to Agency leadership
- Prepare monthly agency and foundation financial statements for the Finance Director
- Assist the Finance Director with the preparation of the annual budget and year-end audit
- Assist in managing the financial resources and all fiscal management aspects of the Agency
- Responsible for monthly and quarterly financial reporting to grantors
- Serve as backup for Payroll Specialist
- Adhere to all Vera House policies, procedures, and safety protocols
- Ensure that all services are maintained in accordance with the Agency's mission and goals

QUALIFICATIONS

- Proficient with Excel needed
- Familiarity with Accounting Software required



- Bachelors' degree in accounting desired
- Familiarity with Financial Edge or SAGE preferred
- Knowledge of domestic and sexual violence including elder abuse
- Strong proficiency with Microsoft Office Suite and accounting systems
- Ability to work effectively in a crisis orientated setting with diverse individuals
- Strong interpersonal skills with ability to work with people at all levels of an organization
- Ability to work with and maintain positive working relationships with community partners
- High level of skill in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality
- Highly organized and detail orientated
- Effective oral and written communication skills
- Ability to work independently and as part of a team
- Ability to adapt to demanding situations and work well under pressure
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity, and inclusion.
- Appreciation and respect for other cultures and people of diverse backgrounds

EXPERIENCE

- Minimum of three years' experience

Salary range - \$50,000 to \$60,000 per year (firm)

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer.

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203
E-mail: jobs@verahouse.org
NO PHONE CALLS PLEASE**