

Staff 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.

The staff accountant position at Vera House, Inc., will be responsible for providing support to the various departments at Vera House, and the Finance Director. Must process invoices & maintain accounts payable and receivable records.

KEY RESPONSIBILITIES

- Responsible for monthly account reconciliations
- Provide support to the Senior Accountant by researching and analyzing accounts, budgets, and contracts and processing journal entries as needed.
- Serve as a liaison and build positive working relationships with community members, partnering agencies and vendors.
- 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.
- Strong interpersonal skills with ability to work with people at all levels of an organization.
- Ability to work independently and as part of a team.
- Effective oral and written communication skills.
- Ability to adapt to demanding situations and work well under pressure.
- Assist the Finance Director with the preparation of the annual budget and year-end audit, as needed.
- Assist in managing the financial resources and all fiscal management aspects of the Agency.
- 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

- Knowledge of grant funding
- Strong proficiency with Microsoft Office Suite and accounting systems.
- Minimum of two years' experience required.

EDUCATION/TRAINING

- Bachelors' degree in Accounting or Finance preferred.

Salary range - \$45,000 to \$50,000 per year

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**