

NEIGHBORHOOD RESTORE HOUSING DEVELOPMENT FUND CORPORATION

JOB POSTING

JUNIOR ACCOUNTANT

Organization Overview

Neighborhood Restore Housing Development Fund Corporation (“Neighborhood Restore”) and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Neighborhood Renewal HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development (“HPD”) on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create affordable homeownership opportunities for households of low- and moderate- income.

Responsibilities

- Assist in maintaining general ledger system using QuickBooks
- Assist in maintaining a chart of accounts to classify, record, budget, and report financial transactions
- Record all cash receipts and properly document all cash disbursements
- Prepare bank reconciliation statements
- Review monthly operating reports from developers, coordinate reimbursement approvals from HPD
- Maintain and monitor the tracking of all expenses related to the development of homes, including pre-development costs, constructions costs and reconciliation of expenses upon sales of homes
- Assist in the preparation of financial statements, budgets and analytical reports

Qualifications

- Bachelor’s Degree in Accounting required
- Minimum of 1-3 years of full-time, relevant work experience. Non profit work experience and/or experience with governmentally funded organizations are preferred. Prior experience in housing development, real estate, or property management a plus
- Knowledge of QuickBooks, Excel, Word, and PowerPoint is required
- Candidate must possess bookkeeping and analytical skills necessary for preparation of the operating budgets and financial reports
- Strong computer, communication, writing and organizational skills are required
- Ability to work cooperatively with numerous partners
- Ability to perform tasks with limited supervision

Please email resume and cover letter to humanresources@neighborhoodrestore.org

Neighborhood Restore HDFC is an Equal Opportunity Employer