



HeartShare

Chief Accountant

Brooklyn, NY



Background

HeartShare Human Services of New York nurtures and empowers children and adults with intellectual and developmental disabilities, including Autism Spectrum Disorders, through education, life skills and vocational training, employment, residential, case management, recreational, individual and family supports, and health care services.

HeartShare affiliates include The HeartShare School, which offers quality education and therapies to children with autism, HeartShare Wellness, which provides therapies and counseling, as well as case management to those with developmental disabilities and people with chronic conditions, and HeartShare St. Vincent's Services (HSVS), which provides holistic programming for both children and family dealing with a range of trauma related to family separation.

Since its founding in 1914, HeartShare has expanded its reach to over 100 program sites in Brooklyn, Queens, and Staten Island, as well as to 60 of the 62 New York counties through energy grants to low-income families.

Learn more by visiting www.heartshare.org.

Position

Reporting to the VP of Finance, the Chief Accountant will be responsible for fiscal oversight of HeartShare St. Vincent's, one of HeartShare's subsidiaries.

The Chief Accountant will directly supervise a team of 5 senior and staff accountants and work closely with a 3-person billing team. They will be responsible for analyzing and interpreting complex financial data and ensuring all accounting work is performed in accordance with all internal and external requirements. Additionally, they will maintain orderly files for all work papers and detail schedules, lead the monthly, quarterly, and annual closing process, and participate in internal and external fiscal meetings.

The ideal candidate will bring expertise in nonprofit accounting and team management. They will demonstrate a strong commitment to collaboration, teaching and coaching others, and strong communication between and across teams.

Responsibilities

- Oversee the accounting practices and policies for HeartShare St. Vincent's, which includes a \$75M portfolio of programs.
- Prepare and submit various ACS billings, and others as needed.
- Preview and approve Accounts Payable vouchers for assigned programs.
- Prepare journal entries.

- Analyze general ledger and reconcile balance sheet accounts.
- Mentor and develop a direct team of accounting staff, managing work priorities, performance, cross-training/professional development, and the building of an effective team dynamic.
- Collaborate with finance and program teams to address budgeting and spending issues.
- Review all variance reports, identify areas of concern and recommend actions to be taken.
- In collaboration with CFO and VP of Finance, assess systems, policies and processes, and aid in streamlining and optimizing organization-wide financial policies and procedures to increase efficiency across the organization.
- Facilitate cross-departmental collaboration that ensures that all financial management solutions positively support HeartShare's evolving strategy, growth, and program delivery.

Qualifications

- Bachelor's Degree in accounting or related field; thorough knowledge of Generally accepted accounting principles (GAAP).
- At least 7 years of relevant nonprofit accounting experience.
- Previous fiscal work experience with New York City Administration for Children's Services (ACS)-funded Group Home and Foster Care programs.
- Experience with funder and agency audits.
- Ability to provide insightful analysis of complex fiscal scenarios in a timely manner.
- Proven track record of strong leadership and collaborative management skills. At least 3 years of experience supervising staff required.
- Demonstrated resourcefulness in setting priorities, guiding investment in people, proposing new ways of creating efficiencies, and driving collaboration across teams.
- Flexible and a self-starter; able to multitask while also being highly detail oriented.
- Clear oral and written communication skills.
- Advanced proficiency with accounting software systems (e.g., NetSuite), Microsoft Excel and Word, and other common workplace software.
- Demonstrated commitment to serving mission-driven organizations over long periods of time.

Salary & Benefits

The salary for the Chief Accountant is \$150,000, plus generous benefits which include:

- 4 weeks of vacation plus 8 sick days, 3 personal days
- Medical, Dental, and Vision through various Aetna plans
- Health & Dependent Care FSA
- 403b retirement plan

- A hybrid work schedule: alternating weeks of 3 days in the office and 2 days remote / 2 days in office and 3 days remote

This position description is based upon material provided by HeartShare Human Services, an equal opportunity employer.

To apply to this position, please click [HERE](#).

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