



JOB POSTING
Junior Staff Accountant
(New York, New York)

November 2022

ABOUT BHC: Broadway Housing Communities (BHC) is a not-for-profit organization committed to social justice, by generating access to housing, education and cultural arts for communities challenged by inequality, generational poverty and homelessness. The impact of BHC's comprehensive approach serves as a model for policymakers, funders, and practitioners, nationally and globally. Since 1983, BHC has pioneered supportive and affordable housing solutions serving formerly homeless adults, children and families, as well as those living in deep poverty; developed two exemplary early childhood centers with the capacity to serve up to 200 children from birth-5 and their families; and hosts three community art galleries inviting the wider community to engage with the cultural arts. In 2015, BHC launched the Sugar Hill Children's Museum of Art & Storytelling, the cultural capstone of BHC's most recent initiative, the \$84.5M mixed-use development known as the Sugar Hill Project. Designed by globally acclaimed architect David Adjaye, the 191,000sf Sugar Hill Project brings 124 units of permanent, affordable housing, an 11,000sf early childhood center, and innovative access to the arts to a community beset by poverty despite its legacy as the epicenter of the Harlem Renaissance.

Open since October 2015, the Sugar Hill Children's Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC's Sugar Hill development at the intersection of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides children with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for three- to eight-year-olds and their families feature exhibitions ranging from single-

artist presentations to thematic surveys and commissioned artist projects; intensive hands-on art education programs; storytelling series; and other family programs.

Job Description:

Grant and Contract Administration: The Junior Staff Accountant will have primary responsibility for assisting the Accounting Manager on all budgets and contracts across diverse areas with private and institutional funders, and government agencies. These responsibilities include preparing budgets and contracts, preparing vouchers, submitting reports, maintaining up-to-date knowledge of contract requirements and ensuring grant compliances are met. The Grants Accountant will also help prepare for grant-specific and program-wide audits.

Operational Support: The Junior Staff Accountant will assist the Finance team on the general accounting and operations of the Finance Department.

Grants Administration Duties:

- Coordinate with relevant Development and Program staff to draft budgets for grant proposals and manage all funded grant budgets. Track spending under all restricted grants and identify grants that are at risk of non-compliance to make timely recommendations.
- Monitor grant financial reporting schedules and prepare the requisite financial progress reports on a timely basis.
- Post grant budgets and contracts financial activity (income and expenses) in Fund EZ.
- Maintain all supporting documents for each grant draws via electronical filing and or hard copy filing.

Skills and Experience

- 1-3 years' experience in budget monitoring and reporting, preferably for a nonprofit organization
- Bachelor's Degree required in accounting or finance or other relevant degree
- Intermediate knowledge of Excel and MS Word
- Knowledge of FUNDEZ
- Strong analytical skills
- Ability to work independently as well as with teams
- Ability to work within strict timelines and handle multiple tasks

- Excellent written and oral communication skills
- Excellent interpersonal communication skills
- Strong attention to detail
- Familiarity with:
 - Head Start,
 - Department of Education,
 - Department of Homeless Services and other state and New York City government agencies is a plus.

APPLICATION:

To apply for this position, please email your resume and cover letter with salary requirements to resumes@bhc.org. Applicant review will continue until the position is filled. Please indicate your last name and "**Junior Staff Accountant**" in the subject line. **No phone calls, please** -- we will respond to those candidates whose qualifications are best aligned with the components of this job description.

We offer a comprehensive benefits package, including health, dental, vision, 403(b) retirement plan, group life insurance, disability coverage and paid time off.

BHC and the Sugar Hill Children's Museum of Art & Storytelling are Equal Opportunity Employers.

Salary range: \$45,000-\$55,000