



WESTCHESTER JEWISH COMMUNITY SERVICES, INC.

Director of Revenue & Grant Accounting

WJCS is actively seeking a dynamic and dedicated professional to join their staff as Director of Revenue. In this role, the Director of Revenue will provide leadership in the realm of revenue and grant accounting and will have direct responsibility over the recording, tracking and reporting of revenues and grants. This position reports to the Chief Financial Officer.

The Director of Revenue & Grants Accounting will be responsible for supervision of the Revenue Manager & Grants Manager; provide expertise in revenue maximization; providing guidance on grant crafting and evaluating proposals; preparation of program and/or grant budgets; manage the documentation of grant expenditure & reporting, preparation of NYS CFR; collaboration and communication with internal managers and funding source; ensure compliance with all revenue reporting and grant compliance stipulations and collaborate with Payroll to ensure that grant allocation coding is accurate

The ideal candidate will possess a Bachelor's Degree in Accounting or equivalent and between eight and ten (8-10) years similar experience. Advanced skills in Microsoft Excel and strong knowledge of grant accounting systems needed. Must have superior organizational, budgeting, and project management skills and the ability to work with all levels within and outside of the organization including re-enforcing relationships with donors. Knowledge of complex health care billing systems (Netsmart preferred); experience in nonprofit accounting systems (Sage Intacct preferred) and experience with preparation of NYS Certified Financial Report (CFR) preferred).

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it everyday in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

Visit www.wjcs.com

APPLICANT TO CONTACT:

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