



WESTCHESTER JEWISH COMMUNITY SERVICES, INC.

Grant Accountant

WJCS is currently searching for a full-time, Grant Accountant to work at its headquarters in White Plains, NY. Under the general supervision of the Director of Revenue and Reimbursement, the Grant Accountant will prepare accounting and financial reports to government and private funders. Other responsibilities include preparing and submitting monthly and quarterly expense reports to funders; monitoring and ensuring compliance with fiscal policies and procedures including maintenance of required documentation; and preparing journal entries to the General Ledger.

The ideal candidate must possess a Bachelors Degree in Accounting or related field; a minimum of three years' experience in the areas of accounting, budgeting or finance; and proficient in Microsoft Excel and knowledgeable of computerized accounting systems. Must be able to work independently and be very detailed oriented and organized. Experience in nonprofit and grant reporting a plus.

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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