



Please Post

Position(s) Available ...

THE SHARING COMMUNITY, INC. is a dynamic, multi-service community-based organization. Currently we operate 9 programs that offer the widest possible continuum of care to the homeless, hungry and ill residents of southwest Yonkers - from emergency shelter and food programs to street and community outreach, HIV/AIDS supportive services, substance abuse counseling, health care and mental health treatment as well as transitional and permanent housing. We are seeking to fill the following position(s):

(TEMPORARY) A/R ACCOUNTANT

REQUIREMENTS	Bachelor's degree in business or accounting, plus two years' experience in computerized finance or business office as a bookkeeper or accountant in a not-for profit environment; or a satisfactory equivalent. Must be well organized, detail-oriented and able to operate well under pressure.
JOB DESCRIPTION	Responsible for a timely and accurate preparation, tracking and posting of all revenue; preparation of timely and accurate monthly contract receivables and rent reports; back-up for Accounts Payable Bookkeeper and Payroll Specialist
REPORTS TO	Director of Finance & Administration
SALARY	Competitive Salary
FULL-TIME EQUIVALENT	40 hours a week
START DATE	Immediately
CONTACT	FAX RESUME TO (914) 969-7877
E-MAIL	HR@THESHARINGCOMMUNITY.ORG
DATE OF POSTING	FEBRUARY 5, 2019

The Sharing Community, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, age, religion, color, national origin, sexual orientation, non-disqualifying physical or mental *disability*, or *other non-merit factors*.

Only those candidates determined to be best qualified will be contacted to proceed in the selection process