



## **VECRA is seeking a Full-Time**

### **Accountant - Level 1**

**VECRA, Inc. seeks an Accountant to work for the New York City Housing Authority within the Treasury Department. The Accountant will play a crucial role in managing the financial activities and ensuring the accuracy and integrity of financial records.**

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

**Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **Job Description**

The Accountant will play a crucial role in managing the financial activities and ensuring the accuracy and integrity of financial records. This position involves preparing financial statements, reconciling accounts, and ensuring compliance with financial regulations. The ideal candidate will have strong analytical skills, proficiency in accounting software, and the ability to work collaboratively in a dynamic environment.

#### **ROLES and RESPONSIBILITIES**

- Support the Prepaid Credit Card Program
- Support posting of GL entries for Card Program
- Support streamlining of Treasury Department Report
- Backup cash management team Primary Responsibilities:
- Support the Prepaid Credit Card Program for resident relocations for multiple departments of NYCHA.



- Intake and processing of Prepaid Card requests
- Ensure all requests are processed in accurately, completely and timely:
  - Review requests for completeness and work with requesting departments to correct if necessary
  - Populate master log spreadsheet of card requests
  - Load value onto cards via third party web portal
  - Monitor card stock volume and funding account balance to ensure availability to meet upcoming needs
- Support posting of GL entries for card program:
  - Cash funding of prepaid card balance
  - Use of prepaid card balance
  - Reversals and fees
- Support streamlining of Treasury Department reporting
- Special projects/analysis as assigned by Deputy Director.
- Backup cash management team with transaction processing
- Backup investment team with posting GL entries

### **QUALIFICATIONS and REQUIRED SKILLS:**

- 1-5 years of experience in accounting or finance
- 1-5 years of experience in fixed income investments (purchasing, performance measurement, reconciliations, reporting)
- Strong analytical and communication skills
- Advanced Excel (filters, lookups, pivot tables)
- Experience with Electronic Banking Portals

### **EDUCATION**

- Bachelor's degree in finance or accounting

### **OTHER**

- **Duration:** Until 12/31/2024



- **Req Type:** Temporary
- **Salary:** Determined based on experience and education
- **Location:** Onsite; New York, New York
- **Travel:** No

## **BENEFITS**

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

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VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [HumanResources@vecrainc.com](mailto:HumanResources@vecrainc.com) with **Subject Line:** Accountant - Level 1