



VECRA is seeking a Full-Time

Accountant Level 1 - Level 3

VECRA, Inc. is seeking Accountants to work in the Revenue and Receivable Department for the Office of the Attorney General.

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 in the Revenue and Receivable Department is responsible for managing and overseeing the financial operations related to revenue collection and receivables. This position ensures the accuracy, completeness, and timeliness of financial records and reports while maintaining compliance with relevant laws and regulations.

ROLES and RESPONSIBILITIES

- Research and analyze unbilled costs in Oracle Grant Module to source documents to ensure accuracy.
- Analyze and reconcile City Comptroller's registered contracts within City Financial Management System (FMS) to NYCHA's Oracle System.
- Prepare reimbursement packages based on Federal, State, City, and other entities funding guidelines and billing requirements.



- Monitor revenue and cost for NYCHA's Federal, State and City grants and subsidies by analyzing expenditures and agreements related to specific budgets.
- Prepare journal entries, reports, account analysis, investigate and resolve any irregularities or enquiries.
- Coordinate and work with the Financial Planning & Analysis, General Ledger Division and Administering Departments to verify and reconcile Grants.
- Act as a liaison and coordinate with various stakeholders to ensure timely processing of reimbursement packages.
- Maintain accounts receivable files and perform account reconciliations for awards.
- Assist in the preparation of reports and gathering financial documents for various Depts.
- Participate in the annual external audit process by providing support to team members and other departments.

QUALIFICATIONS and REQUIRED SKILLS:

- 1-5 years of experience in accounting or finance
- Strong analytical and communication skills
- Advanced Excel (filters, lookups, pivot tables)
- Experience with Electronic Banking Portals is helpful
- Proficient in advance Microsoft Excel and Office Suite
- Working knowledge of the Oracle Financial System
- Account Receivables/Grants experience
- Ability to work under stringent deadlines
- Excellent oral and written communication skills

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.

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 with

Subject Line: Accountant Level 1 - Level 3