

I · HOUSE

INTERNATIONAL HOUSE
500 RIVERSIDE DRIVE
NEW YORK, NY 10027-3916

IHOUSE-NYC.ORG



Position Title: Accounting Manager
Office: Finance
Reports to: Vice President, Finance
Supervises: Accounts Payable / Payroll supervisor

About International House

International House (I-House) is a residency program for graduate students and young professionals, built on the simple yet radical notion that living in a diverse community instills a lifelong dedication to cultural understanding.

Since 1924, I-House has welcomed young people from all over the world to live, learn, and grow together. In addition to offering safe and comfortable housing within a New York City historic landmark, I-House hosts an array of programming and other opportunities designed to foster cross-cultural connection and to help residents form lifelong bonds.

From the outset, our mission has been simple and daring: to cultivate individuals who will help bridge the polarization, isolation, and division our world continues to face. Through an intentional admissions process, we curate an eclectic, interdisciplinary cohort of open-minded individuals who come together at a key stage in life for a crash course in social and cultural intelligence. It is a life-changing experience our alumni carry into their communities, practices, and professions.

Learn more at www.ihouse-nyc.org.

Job Summary

The Accounting Manager plays a critical operational role in ensuring the accuracy, integrity, and efficiency of the financial processes at International House. Reporting to the Vice President (VP) of Finance, the Accounting Manager is responsible for overseeing core accounting functions, managing transactional systems, supporting the audit process, and contributing to the preparation of internal reports and analyses. This role supervises the accounts payable/payroll supervisor and works cross-functionally with internal stakeholders to ensure strong financial management and compliance across departments.

Why Work at I-House?

I-House offers meaningful career opportunities, robust benefits, and a supportive environment for its employees. Perks and benefits include:

- Generous time off including vacation, holidays, and sick time
- Comprehensive benefits including health, dental, vision, and life insurance
- 403(b) retirement plan with company match
- Tuition assistance for bachelor's degree
- Flexible spending accounts for healthcare and dependent care expenses
- Complimentary access to our on-site fitness facilities
- Staff discount in our full-service dining facility
- Employee appreciation events and enrichment programming
- A friendly, inclusive, and collaborative work culture committed to I-House's core values of Empathy, Respect and Moral Courage

Responsibilities

Accounting Operations and Reporting

- Oversee the general ledger, ensuring accurate and timely month-end and year-end close, and preparation of internal financial statements in collaboration with the VP.
- Manage and maintain key subledgers such as revenue, donations, fixed assets, and accounts receivable/payable, including the pledge accounting process and Blackbaud Financial Edge project accounting for restricted gifts.
- Perform and review account reconciliations across major balance sheet and revenue accounts; identify and address discrepancies as needed.
- Monitor and report on uncollected accounts receivable, partnering with departments to strengthen collection efforts and improve reporting accuracy.

Financial Systems and Process Oversight

- Serve as the lead contact for the AP system, Paymerang, ensuring accurate processing of payments and vendor data.
- Manage the corporate credit card program, ensuring cardholder compliance and timely reconciliation.
- Support ongoing system optimization and process improvements in coordination with the VP and IT.

Investment and Treasury Support

- Ensure accurate investment portfolio accounting and reporting, reconciling data and supporting audit readiness.
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Audit and Compliance

- Act as financial audit liaison, preparing audit schedules, pulling documentation, and responding to auditor inquiries.
- Help maintain and enforce internal controls, financial policies, and compliance procedures.
- Prepare 990 and 403(b) retirement plan audit schedules

Team Collaboration and Support

- Supervise and support the accounts payable/payroll supervisor.
- Provide financial support to managers and other internal stakeholders.

Key Qualifications

- Bachelor's degree in accounting, finance, or related field required; minimum of 5 years of progressive experience in accounting or financial operations with 2 years in a supervisory role.
- Strong working knowledge of and experience in nonprofit accounting.
- Strong knowledge of GAAP, internal controls, audit readiness, and financial systems (e.g., Blackbaud Financial Edge); proficient in Microsoft Excel, Word, and PowerPoint.
- Proven ability to manage multiple priorities with strong analytical, problem-solving, and organizational skills; attention to detail is essential.
- Experience with process improvement or automation initiatives is a plus.
- Effective communicator with excellent written and verbal skills, a collaborative mindset, and a customer-service orientation.
- Demonstrated leadership and mentoring abilities, along with a commitment to the mission, vision, and values of International House.

Salary Range

\$100,000–\$125,000 commensurate with experience.

How to Apply

Please submit a cover letter and résumé via e-mail to careers@ihouse-nyc.org and include the job title in the subject line.

International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.