

CHN Housing Partners

Senior Accountant

REPORTS TO: Director of Partnership Finance

POSITION SUMMARY:

This position will work collaboratively, as well as independently; work with confidential information with a high degree of professionalism and discretion. Must have a good understanding of Generally Accepted Accounting Principles (GAAP); demonstrate a strong computer proficiency in MS Office, including creating and maintaining Excel spreadsheets, Word documents and other software as assigned. Must be detail oriented with the ability to prioritize effectively and multi-task in a fast paced environment plus be a proven analytical thinker and problem solver.

RESPONSIBILITIES:

- Record monthly journal entries for various assigned partnership ledgers that include but is not limited to rent income, vacancy, inventory, real estate taxes, deferred interest, depreciation and amortization.
- Process cash receipts for various assigned ledgers. This includes making bank deposits and entering journal entries for cash receipts.
- Prepare weekly cash balance report and cash disbursements reports for the CFO and Director of Partnership Finance.
- Review and enter accounts payable invoices for various assigned ledgers.
- Prepare draft monthly reports by the 15th of each month.
- Review balance sheet and income statement for various assigned ledgers. Investigate budget variances greater than 7%.
- Prepare and organize quarterly reconciliation work papers for various assigned ledgers.
- Assist in preparation for the year-end independent audits. This includes preparing work papers and supplemental schedules, collecting account documentation for various assigned ledgers. May also include documenting internal controls and describing various accounting policies and procedures.
- Assist/prepare 3rd party property management requests from internal/external customers.
- Reconcile inter-company AR and AP for various assigned ledgers.

QUALIFICATIONS:

- BA/BS in accounting or related field preferred
- Three- Five years of accounting experience
- Good customer service skills
- Strong analytical skills
- Excellent computer skills including intermediate knowledge of MS Office and proficiency in spreadsheets.
- Good verbal and written communications skills
- Self directed; able to meet multiple deadlines
- Good organizational skills; strong attention to detail
- Good customer service skills
- Must have a valid driver's license with insured transportation

If you are interested and meet the outlined qualifications, you can apply for this position by emailing your resume and cover letter to SDurda@chnhousingpartners.org or via the following link

<https://chnhousingpartners.org/employment-application/> .

M/F/V/D/EOEM/F/V/D/EOE