



**Harborlight  
Community  
Partners**

Providing Homes & Community Support

## **HARBORLIGHT COMMUNITY PARTNERS SEEKS SENIOR ACCOUNTANT - FT**

### **Position Summary:**

The Senior Accountant assists the Chief Financial Officer in performing office or non manual work directly related to financial management services of development projects, operating properties, and corporate entities for Harborlight Community Partners and the organizations it serves. The Senior Accountant will also play a key role in implementing new, more efficient processes and the technology required to enact them.

### **Essential Duties and Responsibilities:**

- Perform key accounting functions for Harborlight Community Partners and related corporate entities, including but not limited to:
  - Ensure periodic accruals and adjusting journal entries are done accurately
  - Review GL coding for AP invoices, including job cost coding
  - Prepare and distribute periodic financial statements on a timely basis, including preparation of related workpaper packages.
  - Review funding source requisitions
  - Coordinate completion of cost certifications with CPA firms, including workpaper preparation and review of statements
- Lead the implementation of improvements in financial processes, both computerized and manual.
- Assist in the preparation of financial projections, cost allocations, amortization schedules, and other financial analyses.
- Respond promptly to client requests for financial information and reports.
- Attend and participate in departmental, organization-wide and other meetings as requested.
- Perform other duties as assigned by the Chief Financial Officer.

### **Qualifications: (Experience, Skills, Education)**

- A bachelors degree in Accounting or a related field or equivalent experience
- Knowledge of regulatory requirements of affordable housing funding sources, including tax credit syndication
- Advanced knowledge of computerized financial accounting programs, QuickBooks and RealPage OneSite preferred
- Experience in configuring and customizing computerized financial accounting systems
- Advanced computer skills in Microsoft Office Products, e-mail, etc.
- Attention to detail and understanding of financial documents
- Demonstrated ability to communicate effectively (verbally and in writing)
- Ability to work independently
- Ability to effectively manage multiple projects concurrently and to move from one task to another efficiently
- Flexibility and willingness to learn and perform new tasks

- Excellent customer service skills and responsiveness to client needs.
- Dedication to the mission and values of Harborlight Community Partners

**Physical Demands:**

- Required to sit for long periods of time
- Infrequent light physical effort required.

**Compensation:**

- Salary depending on experience, 100% medical and dental for an individual, sick/holiday/vacation time.
- Harborlight Community Partners is an equal opportunity provider and employer. HCP is a creative and energetic place to work with a good motive and an opportunity to make the community a better place.
- **To apply, please email a resume and cover letter, as attachments, to [employment@harborlightcp.org](mailto:employment@harborlightcp.org)**

**ABOUT HARBORLIGHT COMMUNITY PARTNERS:**

Harborlight Community Partners Inc. is a 50+ year old non profit organization committed to the regional affordable housing needs of the North Shore. HCP works to create, preserve and manage contextually sensitive service enriched affordable housing for fixed income seniors, working families, first time home buyers and those with disabilities. Our focus is on collaborative processes with Cities and Towns North of Boston. We currently operate or support 22 properties in 9 communities which are home to nearly 600 people. HCP manages all its property directly and is cultivating contracts for third party management of other projects.