



Staff Accountant Property Management

RCAP is currently seeking a qualified individual to join our Accounting team located in our Gardner, MA office. The property staff accountant is responsible for maintaining general ledgers and subsidiary journals related to one or more funds through trial balance. This is a fulltime position at 40 hours per week and comes with a full benefits package. Experience in HUD 202 Properties and low income housing tax credits is a preferred.

Key Responsibilities

- Provide fiscal oversight for all Properties managed by RCAP Solutions.
- Prepares and sends financial reports to the funding sources according to the grant / contract requirements.
- Distributes monthly revenue & expense reports to RCAP and property management.
- Provides cash management for all RCAP managed properties.
- Reconciles HAP vouchers
- Responsible for analyzing the general ledger for accuracy and reconciliations of all accounts.
- Prepares schedules for all annual property audits.
- Works closely with all Property Managers on purchasing policies including the bid and approval process.
- Reviews and approves all vendor invoices for payment.
- Updates inventory and depreciation schedules for all properties.
- Responsible for month-end closing procedures and analyzing all general ledger accounts for the properties.
- Maintain vendor W-9's.
- Randomly reviews bank reconciliations to ensure agreement with appropriate journals, registers and statements.
- Analyzes property vacancy reports to maximize income.
- Assists RCAP Solutions with month-end closing as needed.

Education and Experience Requirements

- Four years college with a degree in accounting or equivalent
- 5 yrs experience as a full charge staff accountant.
- Preferred certification in Project Based Section 8 and low income housing tax credits and working knowledge of BostonPost software.

Interested candidates, should submit a resume and cover letter to hr@rcapsolutions.org

Location – Gardner, MA

Grade Level: 16