

## **Accountant**

Title: Accountant

FLSA Status: Exempt

Date: December 2020

### **Position Summary:**

Reporting to the Director of Accounting and working closely with the Senior Accountant and AP/AR Clerk, the Accountant is responsible for general accounting duties as assigned,

### **Reports to: Director of Accounting**

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

- Perform daily accounts payable, accounts receivable and bank reconciliations in conjunction with the AP/AR Clerk
- Working with the AP/AR Clerk, ensure all invoices are accurate, properly approved, and coded for entry. Communicate with program managers/ directors to ensure that all documentation and support are in order and that invoices are processed in a timely manner.
- Assist Senior Accountant to ensure appropriate management approvals for all accounts payable.
- Assist Senior Accountant and AP/AR Clerk to process daily deposits, distribute checks and processes vendor refunds, record in accounting system.
- Work effectively and professionally with banks and vendors.
- Works with the Senior Accountant and AP/AR Clerk to ensure tenant deposits are verified and recorded.
- Work with Asset Manager and Property Management to process subsidy payments-verify and submit to Director for approval.
- Assist Senior Accountant and Asset Manager to monitor open receivables and follow up on past due amounts.
- Assist in bi-annual audits; work closely with auditors, provide records and respond to requests for information.
- Process monthly journal entries and perform account reconciliations.
- Ensure vendor files and spreadsheets are updated.
- Assist in monthly, quarterly and annual financial closings; create timely and accurate financial statements according to schedule and as requested.
- Other duties as directed by supervisor.

### **Education and Experience:**

- Bachelors' degree in Accounting.
- 0-2 years of accounting experience; working in a non-profit environment and/or affordable housing, property management preferred.
- Housing Development Finance experience a plus.

**Knowledge, Skills and Competencies:**

- Customer service focused.
- Solid understanding of accounting principles, processes and procedures.
- Extremely detail oriented. Good follow-up skills.
- Able to research data, identify errors and correct errors.
- Able to plan, organize, prioritize, juggle priorities and work independently.
- Quick learner interested in expanding knowledge and experience in non-profit, social services, etc., environment.
- Integrity/Ethics; ability to maintain confidentiality in all aspects of the work environment.
- Effective verbal and written communication skills.
- Proficiency with computer accounting software, Microsoft Word and Excel Spreadsheets.

**Physical Demands:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands; and talk or hear. Must be able to concentrate for long periods of time, viewing computer screens and reports-potential for eye strain.

Work is performed in a busy office environment. The noise level in the work environment is usually moderate. Use of phones, computer, fax and other general office equipment.