



## **Job Description**

Job Title: Senior Accountant  
Department: Accounting Department  
Reports to: Chief Financial Officer  
FLSA Status: This is a fulltime, 40 hours per week, Exempt position  
Salary: \$75,000 per year

### **About Community Housing Development Corporation**

Here at CHDC we strive to create vibrant communities by providing housing and supportive services. We aim to create a foundation for low to moderate income individuals, families and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve.

### **POSITION SUMMARY**

Under the supervision of the Chief Financial Officer, the Senior Accountant will manage all financial activities of Community Housing Development Corporation and Affiliates. The Senior Accountant will be responsible for assisting the Chief Financial Officer in the designing, oversight, and the implementation of CHDC's financial management system. She/he/they will also support the Real Estate Department & the Property Management and Asset Management Department in project cost management, reconciliation, financial analysis, data interpretation, and reporting requirements.

### **Required Qualifications**

- Assist in establishing sound fund accounting policies, procedures, and practices in accordance with contract/grant and regulatory requirements.
- Process primary financial documents (bills, payment, bank statements, donor information, etc.) as they are received into the organization.
- Work closely with property management and asset management staff to assess financial performance, to monitor budgets to corporate benchmarks and monitor operational performance relative to long term strategic plan.
- Complete balance sheet account reconciliations.
- Monitor investments, contracts, and other financial matters requiring supervision.
- Manage accounts receivables, accounts payables, and loan ledger activities.
- Conduct monthly closing and bank account reconciliation.
- Assist in developing and implementing internal control policies and procedures.
- Generate accounting journals and general/subsidiary ledgers.
- Manage checking, savings, investment, and escrow accounts, including transfer of funds.
- Manage loan loss reserve accounts.
- Manage, oversee, and coordinate all general ledger and subsidiary ledgers systems.



- Manage all transactions, journal entries and posting to general ledger.
- Coordinate preparation and filing of required tax information and credits information in compliance with all laws and regulations.
- Conduct cost analysis and maintain cost accounting system.

### **Generate Financial Reports**

- Basic financials, including budget comparison reports, cash flow reports, balance sheet information, revenue and expense reports, program services reports, delinquency reports, project reports and special reports per request.
- Supplemental planning reports.
- Maintain compliance with government regulations and reports.
- Maintain payroll system and deposit taxes timely.
- File all reports due according to compliance tickler system.
- Compliance with granting agency reporting deadlines.
- Coordinate timing and work with external auditors and program review staff.
- Plan for, develop and coordinate approval of budgets.

### **Facilitate Flow of Financial Information**

- Cross train appropriate staff in accounting functions.
- Prepare financial analysis requested by the CFO; attend meetings when invited.

### **MINIMUM QUALIFICATIONS:**

- At least 5+ years of relevant work experience in accounting with preferably a nonprofit.
- Bachelor's degree in Accounting.
- 2+ years of construction accounting experience
- Thorough knowledge of GAAP and Statutory accounting principles
- Thorough knowledge of financial statement preparation, including consolidations and other advanced topics
- Thorough knowledge of financial analysis techniques
- Previous experience in construction and/or real estate finance is a plus.
- Advanced working knowledge of Excel and PowerPoint, including the use of Pivot Tables, VLOOKUP, and INDEX related formulas.
- Ability to operate Yardi & Abila MIP software/systems is a plus.
- Ability to handle multiple projects in a fast paced, hyper growth environment
- Ability to be flexible and comfortable with changing requirements
- A background clearance is required
- Proof of full vaccination is required from Covid-19



**Employees must have the ability to perform the following physical demands for extended periods of time without assistance:**

- Ability to sit at a desk for extended amounts of time
- Ability to stand for extended amounts of time.
- Manual dexterity to use office equipment; the ability to sit and work at a desk for extended periods of time.
- Physical agility to lift and carry materials, bend, stoop, walk and reach overhead.

Community Housing Development Corporation is committed to building a staff that is rich with cultural, social, and experiential diversity. Candidates who want to join us on this journey and who can uniquely contribute to that goal are encouraged to apply.

**How to apply:**

Please send application to [Rhuntley@communityhdc.org](mailto:Rhuntley@communityhdc.org)

**Benefits:**

Medical Insurance, Vision Insurance, Life Insurance, AD&D insurance, Paid Vacation, Paid Sick Days, Paid Holidays, 403 (B) Plan.

[Equal Opportunity & Equity Statement](#)

Community Housing Development Corporation is an equal opportunity employer that values diversity as central to our work serving The Bay Area. We comply with all applicable state and local laws governing nondiscrimination in employment. Our practices are in alignment with our commitment to workplace equity, diversity, and inclusion. We foster a work environment where our current and future staff feel welcomed without regard to race, color, religion, gender identity, national origin, sex, age, disability or sexual orientation.