



Job Description

Job Title: Project Accountant
Department: Accounting Department
Reports to: Chief Financial Officer
FLSA Status: This is a fulltime, 40 hours per week, Exempt position
Salary: \$85K-\$90K

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. Community Housing Development Corporation is committed to building a staff that is rich with cultural, social, and experiential diversity.

POSITION SUMMARY

Under the supervision of the Chief Financial Officer, the Project Accountant will manage all financial activities of Community Housing Development Corporation and Affiliates. The Project 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, Transportation Department & the Property Management and Asset Management Department in project cost management, reconciliation, financial analysis, data interpretation, and reporting requirements.

Responsibilities include the following. Other duties may be assigned.

- Collaborating with the project manager to develop a detailed, cost-effective budget for the project.
- Performing accounting duties throughout the project, such as preparing invoices, estimating cash flow, and signing off on purchase orders.
- Analyzing all transactions and working unforeseen costs into the budget.
- Keeping a record of all project finances for internal/external auditing and tax purposes.
- Preparing cost analyses by interpreting projects' financial data and information.
- Reporting any financial risks and budgetary discrepancies to management for review.
- Researching market trends and projecting construction-related price increases/decreases.
- Developing and maintaining strong relationships with vendors and suppliers.
- Keeping abreast with both the construction and accounting industry.
- 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.
- Keep track of all the Project-related grant/loan draws in terms of documentations, payment to vendors, and reimbursement of advances to correct cash account.
- Update and reconcile the construction in progress/development costs related to every Project.
- 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:

- A bachelor's degree in accounting, finance, or a related field.



- A minimum of 5 years' experience in private or public accounting.
- Excellent knowledge of construction cost accounting and related financial procedures.
- Familiarity with accounting software, such as Abilia MIP (Fund Accounting) and Yardi.
- Working knowledge of the construction industry.
- Solid analytical and mathematical skills.
- Meticulous attention to detail and a high level of accuracy.
- Good communication and interpersonal skills.
- Ability to multitask and thrive in a fast-paced environment.
- 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.

How to apply:

Please send application to Rhuntley@communityhdc.org

BENEFITS:

Medical Insurance, Vision Insurance, Dental 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.