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# Job Description

**Job Title: SENIOR Accountant**

**Department:** MGM / Accounting

**Reports To:** Controller

**FLSA Status: Non-Exempt**

**Date Approved: 10/30/2020**

## Summary

Perform full cycle accounting, budget preparation, audit workpaper preparation and ongoing financial reporting for organization.

## Essential Duties and Responsibilities

* Prepare monthly financial statements for all assigned entities: including budget vs. actual income statement, balance sheet, income statement, bank reconciliations, accounts payable and accounts receivable reports, general ledger reports and other schedules as requested.
* Provide support to annual budgeting process by preparing and reviewing budget templates.
* Provide support to the annual audit process by preparing workpapers for assigned entities and facilitating timely completion of audit reports.
* Review and post job-cost payables batches for pre-development and construction projects.
* Facilitate construction loan draws in collaboration with housing development.
* Prepare workpapers for LIHTC cost certifications.
* Review and post payable batches for projects under construction and enter invoices as needed
* Process accounts payable invoices received at corporate office and integrate into workflow system.
* Print checks on a weekly basis.
* Prepare inter-property billings as needed.
* Prepare monthly recurring and adjusting journal entries.
* Review general ledger monthly to verify account balances are reasonable.
* Prepare monthly and quarterly reports as assigned for staff and investors.
* Prepare reserve draws when needed.
* Provide research and analysis reports to department heads as needed.
* Perform other administrative and accounting functions, in support of the Controller as deemed necessary.
* Other Duties as assigned

## Supervisor Responsibilities

No supervisory responsibilities.

## EDUCATION/EXPERIENCE/CERTIFICATIONS

* Bachelor's Degree in Accounting from an accredited college or university required, MBA and/or CPA, a plus.
* 3-5+ years of accounting experience within the real estate industry; residential/affordable experience preferred; working knowledge of and experience with non-profit accounting, as well as for­ profit accounting.
* Knowledge and proficiency in Finance/Accounting Principles (GAAP).
* Previous experience working in a multi-entity environment is required.
* Construction accounting/job-costing and LIHTC cost certification experience highly desirable.
* Recent working knowledge of Yardi, Microsoft Outlook, Excel and Word.
* Excellent verbal and written communication skills, customer service mindset required
* Ability to work independently and take initiative
* Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow

**The above job description is not intended to be an all-inclusive list of duties and standards of the position. Employees will follow any other instructions, and perform any other related duties, as assigned by their supervisor.**

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ACKNOWLEDGED: Supervisor Signature Date

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ACKNOWLEDGED: Employee Signature Date

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PRINT: Employee Name