

SACRAMENTO | YOLO MUTUAL HOUSING ASSOCIATION

JOB DESCRIPTION

Job Title: STAFF ACCOUNTANT

Department: MGM

Reports To: Chief Financial & Operations Officer

FLSA Status: Exempt

Salary Range: \$40,000-\$55,000

Apply at: <https://insperity.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=72612>

SUMMARY

Perform day-to-day general accounting, finance, asset management and administrative functions; compute and prepare data for journal entries, general ledger, and related financial statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Responsible for month-end closing activities, including preparing and recording journal entries and producing accurate and timely financials using Fund EZ (nonprofit) software.
- Perform account reconciliations, balance sheet adjustments and basic financial analysis work.
- Responsible for AR, AP, petty cash, loans, notes and all related journal entries and reconciliation.
- Perform daily banking procedures
- Participate in the annual budget process.
- Perform monthly bank and investment reconciliations.
- Reconcile, adjust and maintain Balance Sheet accounts such as prepaid expense, petty cash, accounts receivable, payroll related payables, loan and notes receivables, deferred income accounts, etc.
- Compile and enter monthly adjusting journal entries.
- Administer payroll, including timesheet program, monthly journal entries and reconcile monthly reports.
- Prepare semi-monthly 401k cash disbursement.
- Code and submit all client/outside billings.
- Assist with closing the books and in producing monthly Profit and Loss statements.
- Assist in the preparation of audit schedules and work closely with the auditors to ensure the completion of a timely audit.
- Support CFOO in implementation, monitoring, project planning on operations activities such as policies and procedures, risk management, insurance coverage, disaster planning & recovery.
- Assist Director of Asset Management in monthly reporting and analysis of financial statements from third-party property management agent.
- Interact with CFOO on daily basis and assist on special projects.

- Perform other related duties as assigned or requested.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and proficiency in Finance/Accounting Principles (GAAP)
- Excellent communication and interpersonal skills; customer service mind-set required.
- Proficient in MS Office software and experience with at least one accounting system.
- Commitment to the provision of long-term affordable housing and to the concept of organizing low-income people to stabilize communities and create social change.
- Commitment to green policies, procedures, and practices
- Must be able to travel to community or resident locations within a 60 mile radius of the work site.
- Flexibility in work schedule, including willingness and ability to work evenings and occasional weekends.
- Highly organized
- Ability to work independently and take initiative
- Ability to work in a team environment including multicultural settings
- Ability to prepare reports and business correspondence.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

ACCOUNTABILITY

Under minimal supervision. Exercises independent discretion in performance of most job responsibilities. Exercises considerable latitude; work is reviewed to determine if objectives were accomplished. Objectives are reviewed by top management to ensure alignment with goals. Establishes project objectives and delegates assignments. Decisions impact success of large projects, achievement of organizational objectives, and influence financial performance.

EDUCATION/EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in business, accounting or a related field; or four years accounting experience and/or training; or equivalent combination of education and experience. Two years experience in financial reporting preferred.

LANGUAGE ABILITY

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH ABILITY

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly required sit, reach with hands and arms and talk or hear.
- The employee is occasionally required to stand and walk.
- May require lifting of up to 25 pounds

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

ACKNOWLEDGED: Supervisor Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name