



## Position Description

<b>Position Title:</b>	Accountant
<b>Department:</b>	Finance
<b>Reports To:</b>	Controller
<b>FLSA Status:</b>	Full-time/Exempt
<b>Compensation:</b>	\$45,000-\$65,000

ICCF Community Homes (ICCF) in Grand Rapids, Michigan, is a non-profit organization that focuses on providing affordable housing and support services to individuals and families with limited incomes, helping them to achieve stability and self-sufficiency within a nurturing community environment.

### SUMMARY

The Accountant will be responsible for revenue processes and month-end closing of assigned entities. They will interact with other departments to ensure tenant and subsidy payments, grant receipts, construction and development funding, donations and intercompany transactions are properly accounted for. The candidate will also review daily cash receipts and allocate payments against specific transactions within our consolidated group of multiple entities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up new clients in the Accounts Receivable system.
- Ensure correct coding of client invoices and proper posting of payments received.
- Prepare and issue monthly/quarterly invoices to commercial tenants, land trust homeowners and property management brokerage clients.
- Perform intercompany maintenance and property management billing.
- Initiate and post intercompany transfer requests.
- Reconcile bank accounts.
- Reconcile property management system activity to the accounting system.
- Perform monthly account analysis and reconciliation of balance sheet accounts.
- Enter closing journal entries, including depreciation, prepaids/accruals, intercompany interest and tenant revenue and expenses.
- Support both consolidated and individual entity financial statement audits.
- Other accounting projects, as necessary.

### EDUCATION and/or EXPERIENCE

Associate's degree in Accounting or related field required. Bachelor's degree in Accounting preferred. 4+ years accounting, including accounts receivable and general ledger. Microsoft Word and Excel proficiency required. Prefer previous work experience in a multi-company accounting environment, proficiency in Microsoft Outlook, SharePoint, Sage 50

Accounting and Blackbaud Financial Edge NXT software. Experience with remote deposit and Yardi Property Management software a plus.

### **COMPETENCIES**

- Excellent written and verbal communication skills and ability to communicate effectively with both internal and external customers in a professional manner
- Highly organized and able to deal with a high volume of data
- Strong work ethic
- Attention to detail
- Organization and planning
- Problem analysis and problem-solving
- Dependable
- Proactive
- Adaptable
- Innovative
- Strong team player
- Work well in a collaborative environment

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Michigan Driver's License

### **PHYSICAL DEMANDS**

The physical demands 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 and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**We offer a competitive benefits package including a retirement match and paid parental leave.**

**To apply, please send a cover letter and resume to [hr@iccf.org](mailto:hr@iccf.org).**

**ICCF Community Homes is an EEO Employer.**