



Job Description

Job Title:	Revenue Accountant
Department:	Finance
Reports To:	Controller
FLSA Status:	Full-time / Non-exempt
Pay Range:	\$21.63-\$25.00/hour

SUMMARY

ICCF Community Homes is the oldest nonprofit affordable housing developer in Michigan. We envision a vibrant West Michigan with connected neighbors, housing justice and abundant opportunity. ICCF believes all people deserve safe, beautiful affordable housing. We serve over 2000 people each year with affordable housing options and supportive services. Our mission is Equitable Opportunity, Affordable Homes, Thriving Neighborhoods. <https://iccf.org/>

The Revenue Accountant will be responsible for handling the checks and balances of all revenues received within the organization. This individual will interface directly with customers, grantors, partners, neighbors, and supporters of ICCF and its subsidiaries. This individual may mail or email invoices to customers, review and process credit memos, and reconcile customer receivable balances. Candidate will review daily cash receipts and allocate payments against specific transactions within our consolidated group of entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Daily reconciliation between bank and company accounts, handling receipts and communicating with customers
- Process daily deposits
- Ensure accuracy and compliance of revenue related financial transactions
- Reconcile monthly bank statements
- Prepare payment requests to funding sources
- Set-up new customers in the Accounts Receivable (AR) system
- Prepare and issue customer invoices from all of our affiliated group of entities to customers
- Ensure correct coding of all customer invoices and payments in the AR system
- Maintain and organize support for customer remittances
- Respond to customer inquiries
- Reconcile customer statements and correct discrepancies as necessary
- Support financial statement audits
- Assist in month-end financial statement close
- Support other accounting projects, as necessary

EDUCATION

Associate's degree in Accounting or related field required.
B.S. or B.A. in Accounting preferred.

EXPERIENCE

- 2+ years of experience in Accounting or Accounts Receivable
- Proficient in Microsoft Word and Excel
- Knowledge of accounts receivable/general ledger systems and procedures

COMPETENCIES

- Attention to detail
- Excellent written and verbal communication skills and ability to communicate effectively with both internal and external customers in a professional manner.
- Strong work ethic
- Organization and planning
- Problem analysis and problem-solving
- Dependable
- Proactive
- Adaptable
- Innovative
- Strong team player, works well in a collaborative environment

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide into 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 talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

ICCF Community Homes is committed to equal employment opportunity in its hiring and employment practices and policies for all staff members and applicants for employment without regard to race, color, gender, sexual orientation, national origin, age, physical ability, marital status, veteran status, or other protected status.

To apply, send a cover letter and resume to hr@iccf.org.