



Job Description

Job Title: Senior Accountant
Department: Finance
Reports To: Controller
FLSA Status: Full-time / Exempt
Compensation: \$50,000-\$70,000

SUMMARY

The **Senior Accountant** will be responsible for LIHTC accounting 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconcile monthly property management system activity to the accounting system.
- Monthly account analysis and reconciliation of balance sheet accounts.
- Prepare monthly closing journal entries, including depreciation, prepaids/accruals, intercompany interest and tenant revenue and expenses.
- Assist with completion of grant billing and reporting duties such as System of Award Management (SAM) reporting.
- Assist with completion of the biweekly payroll.
- Work with the Asset Management team to complete annual budgets.
- Conduct monthly review of all assigned properties with Asset Management team.
- Analyze business operations, trends, costs, revenues, financial commitments and obligations to project future revenues and expenses.
- Ability to recognize inefficiencies and provide solutions to streamline processes and procedures.
- Ensure correct coding of invoices and proper posting of payments received as needed.
- Intercompany maintenance and property management billing.
- Initiate and post intercompany transfer requests.
- Reconcile bank accounts as needed.
- Support both consolidated and individual entity financial statement audits.
- Other accounting projects, as necessary.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting required
- 4+ solid years of accounting background, including financial statement preparation and general ledger, required.

- Involvement in payroll processing and grant billing, preferred.
- Microsoft Word, and Excel proficiency, required.
- Microsoft Outlook and SharePoint, preferred.
- Multi-company accounting environment preferred.
- Sage 50 Accounting and Blackbaud Financial Edge NXT software, preferred.
- Yardi Property Management software, beneficial.
- Remote deposit, beneficial.

COMPETENCIES

- Excellent written and verbal communication skills and ability to communicate effectively with both internal and external customers in a professional manner.
- Financial Aptitude
- 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
- Ability to make critical decisions
- Dependable
- Proactive
- Adaptable
- Innovative
- Strong team player
- Work well in a collaborative environment.

MATHEMATICAL SKILLS

Ability to understand and explain accounting information, prepare and manage budgets. Ability to compute rate, ratio, percent and create 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 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

BENEFITS

- Competitive salary and comprehensive benefits package.
- The opportunity to make a significant impact on the lives of low-income families.
- Be part of a mission-driven organization with a strong commitment to community.
- Professional development opportunities and support for continued education.

ICCF Community Homes is an equal opportunity employer. We value diversity at our organization and do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

To apply: Please send a cover letter and resume to hr@iccf.org. ICCF Community Homes is an EOE employer.