



Job Description

Job Title: Accountant
Department: Finance
Reports To: Controller
FLSA Status: Exempt / Full-Time

SUMMARY

The Accountant will be responsible for managing financial records, month-end closing of assigned entities, company credit cards and payroll. The candidate ensures compliance with accounting standards, prepares reports, and provides insights to support business decisions.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Reconcile property management system activity to the accounting system
- Monthly account analysis and reconciliation of balance sheet accounts.
- Closing journal entries, including depreciation, prepaids/accruals, intercompany interest and tenant revenue and expenses.
- Monthly reconciliation of credit card transactions to statement and recording of transactions in the general ledger.
- Assist with completion of biweekly payroll.
- Reconcile monthly bank statements.
- Reconcile monthly contributions report to general ledger.
- Support both consolidated and individual entity financial statement audits.
- Other accounting projects, as necessary.

QUALIFICATIONS & SKILLS

- Bachelor's Degree in Accounting, required.
- 3+ years general ledger accounting experience required.
- Multi-company accounting environment preferred.

KEY ATTRIBUTES OF A SUCCESSFUL CANDIDATE

- 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.

CERTIFICATES, LICENSES, REGISTRATIONS

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Office based environment where employee is frequently required to sit or stand and use hands to finger, handle or feel.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.
- Occasional lifting of files or supplies up to 15 pounds.
- Standard Monday–Friday schedule.

COMPENSATION & BENEFITS

- Competitive salary and comprehensive benefits package (including medical, dental and vision insurance, paid time off, and retirement plan).
- 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.