

## Full Circle Communities

### Position Description – Accounting Manager



Location: Full Circle Communities, 310 South Peoria, Suite 500, Chicago, IL 60607  
Classification: Full-Time, Exempt  
Reports to: CFO  
Department: Accounting

Full Circle Communities, Inc. is a mission-driven non-profit developer and manager of affordable housing. We achieve our mission collaboratively – with our residents, our communities, our industry partners, and our fellow employees.

We look for committed and enthusiastic individuals who are energized by our mission and the challenges of creating and operating service-rich affordable housing. We invest in our team members' growth as we expect them to invest in the growth of the organization.

We are currently working on several exciting developments including two mixed-income developments in Chicago's Jefferson Park neighborhood, a historic adaptive reuse of a former orphanage in Elgin, IL for families and persons with disabilities, a major rehab of a portfolio of family housing in Kalamazoo, MI and several cutting edge permanent supportive housing developments in Detroit, MI. See our website at <http://www.fccommunities.org/> for more information.

#### **Job Description:**

The Accounting Manager will play a key role in defining, maintaining and reporting certain elements within the company's cost structure and will help to produce accurate cost and financial reports to management and the Board of Directors. The Accounting Manager will support other colleagues who need assistance with accounting issues. This position requires a commitment to quality, accuracy, and professionalism.

#### **Job Duties and Responsibilities:**

- Establish, modify, document, and coordinate the implementation of cost accounting and accounting control procedures.
- Set up, use, and maintain Yardi accounting system with a sharp focus on the Job Cost module.
- Process, review and track general ledger posting of construction draws for multiple projects.
- Collaborate with Real Estate Development team on reporting, budgeting and forecasting.
- Collect, review, and process subcontractor/supplier monthly project invoices for construction and resident services. Ensure all invoices have been accrued properly and timely to the correct cost reports in Yardi.
- Coordinate project-related treasury, banking and cash flow analysis.
- Produce information including annual financial statement audits, lender and syndicator reports, etc.
- Maintain supporting schedules to financial statements.
- Review of bank account reconciliations as an internal control function.
- Serve as a back-up for Accounts Payable.
- Other duties as assigned.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Qualifications:**

- Bachelor's degree in a business concentration preferred (Accounting, Finance).
- Thorough knowledge of generally accepted accounting principles as well as cost accounting fundamentals.
- 4 – 6 years' experience in accounting, preferably including experience related to a project cost and /or construction environment.
- Yardi experience a plus, as is working knowledge of the affordable housing components of Yardi or similar accounting software
- Ability to read, interpret, and analyze budgets, analyses, and various financial reports.
- Strong working knowledge of email systems and Microsoft office (Excel, Word).

**Physical Demands of the Position:**

- This position is a mix of sitting (desk work), standing (projects/copying, etc.), reaching (filing, organizing). Must be able to lift approximately 20 lbs. (storing files, etc.). Must operate computer + various office machines/equipment. Employee will occasionally climb, stoop, kneel, crouch, or crawl.
- Majority of work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- In-office attendance is required on a hybrid work from home plan

**Required Competencies:**

Verbal and written communication, time management, project organization and prioritization, interpersonal skills, analysis, ability to work under pressure, ability to switch gears effectively, accountability, follow-up, follow-through, attention to deadlines, problem solving, adherence to deadlines.

**Required Vaccination:**

Proof of full COVID-19 vaccination will be required in the future.

**Benefits:**

Benefits include health, dental, vision, IRA, life and supplemental insurance.

Full Circle is proud to recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law. While we have a set of preferred qualifications listed, if you have other experience that you think is related, please apply.