

## **Property Accountant**

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 Property Accountant will play a key role in maintaining, updating, and refining the company's accounting systems, properties' general ledgers, financial statements, and more. This position will help to produce accurate reports to stakeholders, provide financial information to assist in decision making, and make appropriate recommendations. In a support and training capacity, the Property Accountant will field questions from site team members who need assistance with accounting issues (resident ledger transactions, processing invoices, etc.). This position requires a commitment to quality, accuracy, and professionalism.

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

- Prepare accurate monthly financial statements including transaction review, general ledger review, required accruals, system uploads, recurring entries, and more.
- Set up, use, and maintain Yardi accounting system.
- Assist property users with Yardi functionality and reporting questions.
- Review invoice processing and coding by managers.
- Be key contact for tenant activity in Yardi.
- Review the monthly processing and application of monthly payments for HAP contracts and accuracy of HAP versus non-HAP resident ledgers.
- Produce annual financial statement audits, workers' comp audits, site audits by state agencies, etc.
- Prepare and maintain supporting schedules to financial statements.
- Assist with inquiries from regional managers, lenders, investors, board members, etc.
- Support Finance & Executive Teams by preparing designated reports on a timely basis.
- Assist in preparation of budgets, forecasts, and reforecasts.
- Assist in timely processing of debt service, any obligations to investors, and taxing authorities.
- Reconcile bank accounts timely.
- Process miscellaneous cash receipts.
- 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.
- 2 – 4 years' experience in accounting, preferably including experience related to affordable housing and/or construction.
- 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 required in the future.

**Compensation & Benefits:**

Compensation is commensurate with experience. 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.