

## **Jubilee Housing Accounting Manager**

Since 1973, Jubilee Housing has provided safe, affordable housing and supportive services to low-income citizens in the Adams-Morgan neighborhood of Washington D.C. Currently Jubilee Housing owns and manages over 200 units of affordable rental units while providing a range of supportive services to its residents including after school youth services as well as adult employment and education services. See our web site at: [www.jubileehousing.org](http://www.jubileehousing.org).

Jubilee Housing is seeking to hire a seasoned **Accounting Manager** to support the overall financial infrastructure of the organization.

### **Primary Roles and Responsibilities:**

The Accounting Manager will be responsible for directing the organization's accounting functions including establishing and maintaining standard accounting principles, practices, procedures, and initiatives to ensure accurate and timely financial statements and compliance with all relevant statutes and regulations. The Accounting Manager supervises two staff members and is responsible for managing the team to ensure that work is properly allocated and completed in a timely and accurate manner. This position is responsible for overseeing and/or performing full life cycle of accounting activities including general ledger preparation, financial reporting, year-end audit preparation and the support of budget and forecast activities.

### **Major Tasks and Responsibilities**

- Design, implement, and maintain accounting systems, policies, and procedures that ensures appropriate internal controls
- Supervise A/P & A/R activities, general ledger chart of accounts, bank reconciliation for multiple accounts, and payroll processing
- Ensure an accurate and timely monthly, quarterly and year end close.
- Prepare financial reports and presents finding and recommendations to management/Board.
- Prepare for year-end audit and respond to auditor requests.
- Ensure the monthly and quarterly Bank/Investor Compliance activities are performed in a timely and accurate manner.
- Oversee and review construction draw packages
- Manage liaison activities with the bank, external auditors and software vendors
- Monitor and prepare cash flow and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
- Respond to inquiries from the Board, ED, and Managers regarding financial results, special reports and other requests including budget and forecasting activities.
- Provide training and supervision to new and existing staff as needed.
- Support ED with special finance related projects as assigned

### **Desired Qualifications**

- Bachelor's degree in finance or accounting – CPA/MBA preferred

- 5+ years experience of full life cycle accounting within a property management / construction organization
- Experience with non-profit accounting including government funding and grant management
- Strong knowledge of Generally Accepted Accounting Principles and how they are applied
- Familiarity with a variety of the concepts, practices, and procedures within property management.
- Knowledge of Tax Credit (LIHTC) and New Market Tax Credit (NMTC) deals
- strong technical ability in financial information systems/applications
- Advanced proficiency in Excel and other similar business applications
- Strong analytical skills with exceptional attention to details
- Excellent interpersonal, written and verbal communication skills.
- Ability to interact diplomatically with all levels of the organization, community and outside vendors.
- Experience supervising others; Ability to motivate others to achieve goals and objectives, and foster high morale among team;
- Ability to effectively present information and respond to questions from management
- Strong support of the Jubilee Housing mission

### **Salary and Benefits**

Salary is commensurate with experience. Benefits include paid holidays, sick and vacation leave, health and dental insurance and a matched contribution retirement plan.

### **To Apply**

Please email a resume and cover letter with your compensation history, salary requirements, and description of specifically why you are an ideal candidate. Include in your cover letter how you learned of this position. Send your resume and cover letter to [jobs@jubileehousing.org](mailto:jobs@jubileehousing.org). If you have questions, please call Martin Mellett at 202 299-1240 ext 835.