



## **Accounting Manager**

**Reports to:** CFO

**Status:** Full-time, Exempt

### **About APAH**

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact, and racial equity. APAH owns 18 communities and has developed over 2000 apartments, with an additional 1000+ apartments under construction or in development throughout the DC metro area.

### **Summary Description**

The Accounting Manager oversees APAH's financial operations. This position is responsible for monitoring financial aspects of the APAH portfolio by preparing reports for the board, lenders, and investors. The Accounting Manager assists the CFO with managing the development portfolio, including assisting with construction closings, oversight of construction draws, assisting with the project cost certification and 8609 application reviews.

### **Essential Functions**

#### Corporate Accounting (45%)

- Lead a team of our Senior Accountant and Staff Accountants in maintaining daily corporate accounting functions to include invoice processing, cash deposit recordings, and bank reconciliations. Ensures sufficient documentation of all transactions
- Prepare quarterly financial statements in accordance with US GAAP for APAH and the portfolio for the Board, Investors and Lenders
- Assist with the preparation for the APAH consolidated and property audits including the review of audited financial statements and tax returns
- Manage local and state tax filings

#### Real Estate Development (45%)

- Review organizational and financing documents prior to project construction closing.
- Track financial reporting requirements for development projects
- Review project settlement statement entries
- Manage the bookkeeping process for new developments
- Support the accounting team with the review of construction draws and lender funding requests
- Support the accounting team with preparing for project cost certifications
- Submit equity requests to investors in accordance with project limited partnership agreements
- Review 8609 applications for 4% and 9% LIHTC projects

#### Grant Tracking (5%)

- Assist the accounting team with reviewing grant proposals, budgets, and monitor compliance with reporting requirements

#### Asset Management (5%)

- Assist with the review of property trial balances and quarterly journal entries

#### **Qualifications**

- BS in Accounting preferred
- Public accounting and CPA are a plus
- Minimum five to seven years of relevant experience required
- Real estate experience required
- Low-income housing tax credit, affordable housing, nonprofit experience preferred
- Excellent writing, proofreading, editing and oral communication skills
- Ability to assume responsibility and quickly follow-up on multiple tasks; strong organizational skills and attention to detail; hardworking
- Ability to work independently with good judgment skills
- Good sense of humor, courteous and responsive. Enjoys a fast-paced environment

#### **Expected Hours of Work**

This is a full-time, exempt position. Typical workdays are Monday through Friday, with a total of 40 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required.

#### **Physical Demands**

- Primarily required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear
- Occasionally lift and/or move up to thirty (30) pounds

#### **Salary and Benefits**

Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, commuter benefits, 401k and paid leave. This position has flexibility to work remotely 2-3 days per week. Our corporate office in Ballston features free parking.

*Full COVID-19 vaccination required. All new employees must receive two shots of the Moderna or Pfizer vaccines or one shot of the Jansen vaccine prior to the first day of work.*

#### **Equal Opportunity Employment**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

For more information about APAH, please visit us at <http://www.apah.org>.

**To apply, please submit your resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org).  
Resumes will be accepted until the position is filled.**