

# Staff Accountant

## Position Description

### ORGANIZATIONAL BACKGROUND

The **National Housing Trust (NHT)** is a strong national nonprofit engaged in affordable housing advocacy, lending, real estate development and energy solutions. Our mission is to preserve and improve affordable multifamily homes to support quality, healthy neighborhoods with a range of housing options so that families of all income levels have an opportunity to thrive.

NHT is an award-winning nonprofit with a focused agenda. The ideal applicant thrives in a fast-paced environment, working with dedicated and entrepreneurial colleagues. NHT has a staff of 40+ across its four business lines – public policy, lending (NHT Community Development Fund and Institute for Community Economics), real estate development (NHT Communities) and energy solutions (NHT Renewable).

The Senior Accountant position is located within the Finance Office group under the direction of the Chief Financial Officer which provides accounting and financial management services to the various NHT business lines.

### POSITION

The Staff Accountant reports to the Assistant Controller and is responsible for supporting the Assistant Controller in maintaining the day-to-day accounting operations of the corporation which includes accurate recording of daily financial transactions, Accounts Payable, parent-level organization debt, and lending transactions as well as other financial accounting and account analysis tasks as assigned. The position has no supervisory duties. The position communicates with vendors, outside contractors, NHT staff and senior NHT officers.

### RESPONSIBILITIES

- Perform month-end close tasks for NHT and its affiliate entities
- Prepare and process financial transactions and record monthly journal entries
- Review general ledger activity and calculate monthly accruals and prepayments
- Create and maintain supporting schedules and analyses for various general ledger accounts
- Assist with financial reporting preparation including preparation of ad hoc reporting
- Ensure financial reports reflects appropriate account balances. Identify and research explanations for variances and propose resolution to resolve timely
- Prepare bank reconciliations for NHT and its affiliate entities for review and monitor cash balances
- Process Accounts Payable and ensure recording of cash disbursement transactions to the general ledger utilizing NHT's accounts payable application (AvidXchange)



- Maintain, administer, and troubleshoot accounts payable application and oversee proper vendor maintenance
- Review Accounts Payable utilizing NHT's accounts payable module (AvidXchange); communicate with staff and/or vendors to ensure timely payment processing
- Prepare and ensure timely filing of annual 1099s for applicable vendors
- Assist with general ledger (Sage Intacct) maintenance and accounting systems management and administration
- Assist in the preparation of the annual budget in consultation with Finance/Accounting team leadership; Assist program directors and managers with the preparation of the budgets
- Audit support. Provides supporting documentation and schedules for financial audits and other financial reviews as needed. Assists in GL and TB analyses. Participates in meetings with Audit firm for all parent level audits.
- Manage document retention and retention policies.
- Provide operational support regarding accounting and finance-related matters to program teams.
- Assist in the development of departmental policies and procedures.
- Identify opportunities to streamline existing processes, focusing upon enhancing efficiencies with the Finance/Accounting team

## **DOES THIS SOUND LIKE YOU?**

This is an extraordinary opportunity for a committed leader with 1-3 years of experience. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications include:

- Commitment to NHT's mission, including a deep dedication to assisting low-income families create and access opportunities to thrive.
- A Bachelor's degree in accounting is required.
- A minimum 1-3 years of work experience in accounting, preferably in the multi-family sector.
- Proficiency in analyzing financials of non-profit and for-profit organizations and real estate operations.
- Knowledge of the real estate closing process and loan documents utilized in real estate transactions.
- Familiarity with federal, state, and local government funding sources for capital and operating needs of affordable housing.
- Experience working with both private sector financial institutions and public agencies.
- Strong computer aptitude skills, including knowledge of Microsoft Office Suite Programs.
- Detail-oriented, entrepreneurial self-starter who relishes multitasking.
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills.
- Excellent planning and organization skills.
- Ability to integrate thoroughness and attention to details with a big picture, strategic vision.
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment.
- Experience working with diverse and low-income populations.
- Collaborative spirit and positive attitude.





## COMPENSATION

Salary and benefits are competitive and commensurate with experience. The minimum, median, and maximum salary range for this position is \$52,324, \$69,731, and \$87,344 respectively.

## JOIN US

[Apply for This Job](#). No phone calls.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.

*NHT requires that all employees maintain 'Up to Date' COVID-19 vaccination status, following the CDC guidelines, unless they are eligible for an accommodation due to a disability or sincerely held religious belief or practice that prevents them from receiving the vaccine.*

