

Montgomery Housing Partnership (MHP) is seeking a **full-time Staff Accountant** to manage general accounting and financial processes of our company. The Staff Accountant is responsible for all daily accounting tasks, including preparation of monthly bank reconciliations, entry of accounts payable, vendor insurance tracking, reconciliation of restricted funding, support of cash receipts process and fundraising reconciliation.

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs includes providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Primary Responsibilities:

- Maintain and update accounting records and files
- Reconcile bank statements
- Reconcile inter-company transactions
- Record accounts payable entries ensuring adherence to internal controls
- Analyze transactions with internal stakeholders
- Assist with month-end and year-end closures
- Prepare property work papers for audits
- Report to the Finance Director and work to improve financial processes

Qualifications:

- Degree in accounting preferred
- Similar experience as a Staff Accountant or relevant role in accounting
- Strong computer skills, including Microsoft Word, Excel, and knowledge of spreadsheets
- Knowledge of an accounting information system is a plus
- Detail-oriented and ability to work with confidential information and integrity
- Strong organization and communication skills

Personal Attributes:

- Passionate about the mission of MHP, affordable housing, and helping those in need
- Appreciation for and ability to work with a diverse variety of individuals

Compensation: Salary will be based on applicable experience.

Application Process: To apply, please submit your resume and cover letter, with salary requirements/range, to: hrijobs@marcumllp.com. Please include the job title "Staff Accountant-MHP" in the subject line of your email. Your cover letter should include your interest in MHP's mission, highlight your qualifications, clearly summarize your experience in the primary responsibilities for this position and

provide an actual salary requirement or range. Only complete submissions (resume, cover letter and salary requirements/range) will be considered.