



Senior Accountant

Reports to: Accounting Manager

Status: Full-time, Exempt

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC metro 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 20 communities and has developed over 2300 apartments, with an additional 1000+ apartments under construction or in development throughout the region.

Summary Description

The Senior Accountant will support the day-to-day financial operations of APAH's real estate development and APAH operating properties activities under the supervision of the Accounting Manager.

Responsibilities

Real Estate Development Accounting (70%)

- Daily development accounting functions for projects under construction including invoice processing, recording transactions and supporting journal entries, and preparing monthly bank reconciliations for assigned development projects;
- Assist the real estate development team with monthly draw requests for projects under construction, ensuring that all deadlines are met or exceeded;
- Support and review accounting functions related to development project ledgers;
- Assist with third-party financial reporting requirements for development projects;
- Assist with compiling invoices and other back up documentation for 8609 applications and cost certifications;
- Other real estate accounting functions as needed.

Corporate Accounting (30%)

- Review and identify variances on monthly predevelopment spending actual to budget reports for the finance group;
- Maintain analysis of inter-company transactions and coordinate the reconciliation between APAH and affiliated entities;
- Review monthly operating property financials provided by the third-party management company;
- Assist the Accounting Manager with preparation for and review of the audits/tax returns of APAH and related entities;
- Other corporate accounting functions as needed.

Qualifications

- BS in Accounting preferred
- Public accounting and CPA are a plus
- Minimum three years of relevant experience required
- Real estate experience preferred
- 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 50% of the time. Our corporate office in Ballston features free parking.

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.

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.

How to Apply

Please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.