

Sr. Development Accounting Manager

Come join the Alexandria, VA team working alongside the Accounting team as a Sr. Development Accounting Manager!

Sr. Development Accounting Manager will oversee and increase the quality of all functions related to Development Accounting as it relates to soundness of reporting and the audit and tax return processes and processes with the Development team.

Schedule: This position will be 3 days onsite at the Alexandria office and 2 days remote (M-F)

Benefits Package Highlights:

- Medical, Dental and Vision Insurances
- Paid Time Off (Sick, Vacation and Holiday)
- Retirement (403B)
- Life Insurance

Essentials:

- Project Abstracts – Develops a general understanding of the underlying agreements and investment materials for projects in development. Works to become familiar with the specific sections that are relevant to better understand the overall structure, including commitments, cost classifications, JV and lender requirements, and project fees and apply proper accounting treatment to financial records.
- Collaboration – Establishes and maintains professional communication with all internal and external project stakeholders. Develops good working relationships with other departments including but not limited to; Accounts Payable, Finance, Asset Management, Property Management, Development and Construction. Become recognized as a valuable and trusted business partner to the development teams.
- Customer Relationships - Establishes and maintains professional communication with all internal and external project stakeholders. Ensures customer satisfaction by responding to various requests from external investors, lenders, and others related to financial reports, project and construction draws.
- Work directly with external audit and tax teams throughout the annual audit and tax compliance cycles
- Prepares the year-end audit and tax work papers & equity roll-forward schedules for projects in development

- Manage the financial construction project close out phase to ensure the final balance sheet account reconciliations and close out are done timely
- High degree of accuracy, accountability, and consistently produce quality work
- Attend departmental and project planning/review (kick off, startup, close out) meetings
- High proficiency in Excel tools used in analysis
- Special projects and ad hoc request including assisting in training of staff
- Prepare/propose journal entries as needed, particularly as it relates to construction closings
- Facilitate open and active communication with 3rd party accounting as needed
- Facilitate open and active communication with asset managers regarding reporting issues as needed
- New project setup assistance as needed
- Provide support to the Housing Development and Finance teams on internal and external reporting requirements

Qualifications:

- Bachelor's degree in accounting, business or finance
- At least five years' work experience in Affordable Development Multi-family accounting field
- HUD and LIHTC experience
- Proficiency with Microsoft Office including Outlook, Word, Excel, and Access
- Ability to travel

Preferred Qualifications:

- Experience using accounting system databases

How to Apply:

For consideration, please apply using this direct link:

<https://recruiting.ultipro.com/VOL1002VANS/JobBoard/04944ae5-9664-44e6-b9ee-572ba28e4da8/Opportunity/OpportunityDetail?opportunityId=57ab9242-9619-4e6f-9645-011655e023d6>

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