



## **STAFF ACCOUNTANT**

APAH is an award-winning non-profit affordable housing developer. 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 six core values: compassion, integrity, collaboration, innovation, excellence and impact.

### **Summary Description**

This is an entry level position for someone starting out in the accounting field. The Accountant will support the day to day financial operations of the parent corporate entity (APAH) and APAH's real estate development activities under the supervision of the Controller.

### **Responsibilities**

#### Corporate Accounting (60%)

- Daily corporate accounting functions; invoice processing, cash deposit recordings, bank reconciliations. Maintain sufficient documentation that all transactions are recorded and supported in the general ledger and sub-ledgers;
- Assist the Controller with the preparation of quarterly financial statements in accordance with US GAAP for APAH and the financial packages for the Board, Investors and Lenders;
- Prepare actual to budget reports for the finance group;
- Maintain analysis of inter-company transactions and coordinate the reconciliation between APAH and affiliated entities;
- Assist the Controller with preparation for the audits/tax returns of APAH and related entities.
- Track Grant Expenses. Monitor compliance with budgets and contracts. Prepare project budgets and grant compliance reports for funders.
- Other duties as assigned, including answering phones, front desk coverage, filing and administrative tasks as needed.
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#### Real Estate Accounting (40%)

- Complete monthly draw requests for all projects under construction, ensuring that all deadlines are met or exceeded, with the oversight of the real estate project team
- Assist with compiling invoices and other back up documentation for 8609 applications and cost certifications

### **Qualifications**

- Ability to assume responsibility and follow-up on multiple tasks in an efficient manner;
- Strong organizational skills and attention to detail. Hardworking. Accurate;
- Proficiency in MS Office (Word, Excel, and Outlook);
- Proficiency in Accounting Software (e.g. MYOB, Quickbooks or Peachtree)
- Associate's or bachelor's degree in Accounting preferred;
- Public Accounting, affordable housing, real estate and/or nonprofit experience a plus.

### **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, 401k and paid leave.

### **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.

### **How 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, but priority consideration will be given to resumes received by 5:00pm on November 9, 2018.