



## **STAFF ACCOUNTANT**

**Reports to:** Senior Accountant

**Status:** Full-time, Exempt

### **About APAH**

APAH is a non-profit affordable housing developer that works throughout the DC 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.

This is an entry level position for someone starting out in the accounting field or with 1-2 years of experience. The Staff Accountant will support the day-to-day financial operations of the parent corporate entity (APAH) and APAH's real estate development activities.

This role is tasked with:

#### 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
- 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 with the 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.

#### 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

The ideal candidate has:

- 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, Finance or related field required
- Public Accounting, affordable housing, real estate and/or nonprofit experience a plus

### **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.

### **Working Conditions/Physical Requirements**

This job operates in a professional office environment. On occasion this position may work off-site at events. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is frequently required to operate a computer and other office equipment, communicate information and ideas so others will understand, observe details at close range, and will occasionally move items weighing up to 30 pounds.

### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

### **Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned, at any time with or without notice.

### **Salary and Benefits**

Salary band for this position starts at \$62,200 annually. Commensurate with experience. APAH has a competitive benefits package that includes medical, dental and vision insurance, long and short-term disability insurance, life insurance, 401k and paid leave. This position has flexibility to work remotely 2-3 days per week. Our corporate office in Ballston has free parking.

**All candidates, including internal candidates, can apply by submitting their resume and cover letter to [resumes@apah.org](mailto:resumes@apah.org). Resumes will be accepted until the position is filled.**

### **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.

*APAHA is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAHA will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.*

For more information about APAHA, please visit us at [www.apah.org](http://www.apah.org).