



POSITION DESCRIPTION
(Revised 07/25/2025)

POSITION TITLE: Staff Accountant – Affordable Housing

SUPERVISOR: Accounting Manager

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EDUCATION REQUIREMENTS AND SPECIAL SKILLS NECESSARY:

Bachelor’s degree in accounting or a related field of study. Working knowledge of cash and accrual accounting through financial statement processing. Working knowledge of accounts payable through check register/cash disbursements. Proficiency in non-profit accounting and QuickBooks. Proficient in Microsoft Office 365.

POSITION SUMMARY:

Responsibilities include, but are not limited to, assisting the Accounting and Assistant Accounting Manager in providing financial regulatory compliance support to the company’s property management staff in the areas of HUD assisted housing programs, and the IRS Section 42 Low Income Housing Tax Credit (LIHTC) program. Helps to ensure all Low-Income Housing Tax Credit accounting/bookkeeping requirements are met on a monthly, quarterly and yearly basis including all required escrow payments, loan payments, fee payments, and any other Limited Partnership Agreement reporting requirements. Reviews existing and future partnership agreements, and monitors compliance of R&R deposits, loan payments, surplus cash calculations, residual receipt balances and recaptures. Help prepare for all year-end audit procedures including four tax credit properties and four HUD mortgage properties including 202, PRAC, Mark to Market and Rural Development mortgage properties. Assist in developing compliance procedures and creation of forms to comply with government requirements and regulations. Will maintain technical and professional knowledge by attending training courses as needed, and becoming certified in HUD/LIHTC programs, as needed.

Helps to keep records of financial transactions for 1196 units of senior affordable housing (Yardi), as well as the management company, a non-profit senior center (QuickBooks), a foundation and any other associated bookkeeping and accounting activities. Verifies, allocates and posts details of business transactions to subsidiary accounts from documents such as invoices, receipts & checks. Transfers data to general ledger Yardi accounting program. Reconciles and balances bank accounts. Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss and other items pertinent to business operations. Help prepare monthly financial statements for LIHTC senior affordable projects, HUD projects, Mark to Market projects, USDA projects and non-profit ownership accounts. Helps to prepare and send bi-monthly payroll reports for processing.

Helps to process a high-volume of accounts payable for multiple cost centers on a semi-monthly schedule while maintaining attention to detail and a high level of accuracy. Requires computer skills including Office 365, Microsoft office, Yardi accounting and QuickBooks accounting at a highly proficient level. Requires highly effective communication, organizational and time management skills.

PRINCIPAL DUTIES:

Core Accounting & Financial Reporting

- Receive and prepare batches of invoices for data entry
- Take a lead role in bi-monthly check runs for all properties
- Prepare and post journal entries, accruals, and recurring transactions.
- Perform monthly bank, balance sheet, and general ledger reconciliations.
- Assist in the preparation of monthly and quarterly financial statements.
- Support the month-end and year-end closing processes.
- Maintain accounting schedules and ensure accuracy of financial data.
- Assist with payroll processing
- Assist in daily non-profit accounting using QuickBooks
- Reconcile credit card statements as required
- Other duties as assigned.

Affordable Housing Support

- Assist with tracking and reporting requirements for LIHTC, HUD, and other affordable housing programs.
- Support compliance and regulatory reporting in collaboration with the team.
- Help maintain documentation and files for investor and syndicator reviews.

Audit & Budget Assistance

- Assist with the preparation of audit schedules and PBC (Prepared By Client) documentation.
- Support the budgeting process by gathering data and assisting with templates and inputs.

Experience

- Bachelor's degree, preferably in accounting or finance
- Exposure to property management, real estate, or affordable housing accounting is a plus.
- Experience with Yardi (strongly preferred), or other property management/accounting platforms.
- Up to 1 year of experience in public accounting or 1-3 years of experience in an internal accounting role and/or appropriate balance of education and work experience
- Exhibit a basic understanding of accounting and tax rules
- Excellent verbal and written communication skills
- Perform work accurately and in a time-efficient manner with strong attention to detail, organization and follow-through
- Ability to work under close supervision and accept constructive feedback, making adjustments as directed
- Ability to work collaboratively and foster a productive, team-oriented environment with both colleagues and clients
- Strong computer skills, including solid skill in the Microsoft Office suite (particularly Word & Excel) and report writing tools
- Maintain a professional demeanor with coworkers and clients
- Adhere to internal Firm deadlines (time entry)
- Ability to contribute ideas and add value to designated team

Pay Scale

\$50,000 - \$70,000 commensurate with experience. Entry level experience being on the low end of the scale and multiple years of experience being on the high end of the scale.

PHYSICAL DEMAND of JOB:

- General office walking, filing, lifting (up to 25 lbs.), etc.