

Job Posting

POSITION

Staff Accountant

REPORTS TO

Assistant Controller

ESSENTIAL DUTIES AND RESPONSIBILITIES

Bank reconciliation & transfers for various entities

- Bank reconciliation for various entities' bank accounts
- Create both recurring and non-recurring journal entries for posting with back-up attached
 - Reserve transfers
- Post daily cash receipts for RBCP and Housing Affiliates
- Conduct cash transfers between Parent and Affiliates for loan, repayments, violations and intercompany
- Prepare, transfer and record Management Fees
- Transfer payroll cash and record payroll cash receipts
- Record non-transferred payroll
- Review, post, transfer HAP/HUD/Sec 8 payments
 - Investigate and correct discrepancies against monthly submission.
 - Preferred experience with Affordable Housing
- Weekly download, converting and upload of HIPPA, BILLING and Transaction Edit report for Homecare

Assist in month end closing

- Accounts Receivable aging reconciliation for Social Services Programs –reconcile against monthly billing.
- Monthly send Sterling bank statements to investors.
- Serve as back up for team members.

Assist with Audit and Tax preparation

- Assist with audit preparations for Housing Affiliates
- Prepare program reconciliations to GL for approximately various contracts
- Special projects as assigned
- Work with Assist Controller, Accounting Manager and staff on Audit work papers

COMPETENCIES

- Excellent organizational skills
- Strong communication and interpersonal skills
- Can work and build relationships with people from many cultures
- Collaborative team player
- Strong Skill set in problem solving and critical thinking
- Proficient in Excel

EDUCATION EXPERIENCE

- Accounting Degree
- 1-2 year experience
- Yardi software experience preferred



TO APPLY:

RBcareers@Riseboro.org