

# Rural Communities Housing Development Corporation

## Position Description

<b>Position Title</b>	<i>Senior Accountant</i>
<b>Position Class</b>	<i>Exempt</i>
<b>Supervisory Responsibilities</b>	<i>As assigned by the CFO and CEO</i>
<b>Reports to</b>	<i>Chief Financial Officer</i>
<b>Work Site</b>	<i>Corporate Office</i>

### General Duties and Responsibilities

Maintain, update and refine financial accounting system, provide reliable financial information, and credible financial reports in support of the CFO, CEO, department directors, Board of Directors and external agencies. To provide financial information and advice to assist in decision-making, to ensure continued funding for existing projects. Recommend and assist in developing cost-efficiency measures. Supervise accounting staff as and when assigned by the CFO.

### Job Duties and Responsibilities

1. To become proficient with Yardi software system in its setup, use and maintenance. To provide proper setup and support for end users to ensure reporting objectives are adequately met.
2. To facilitate training of new employees in the use of software, systems and best practices.
3. To organize, monitor, and account for our note receivable/note payable portfolio, including maintenance of amortization schedules, accounting for receipt/disbursement of payments, and related due diligence.
4. To ensure the long-term viability and success of properties throughout all phases of development and operations. To perform analyses and conduct inspections of owned and controlled assets of RCHDC and its affiliates. To collaborate with the management team on reviewing performance and repositioning of the portfolio's assets.
5. To assemble, prepare and monitor loan draws associated with Development projects as well as related communications with lenders.
6. To prepare the following reports for review by the Chief Financial Officer as required on a timely basis:
  - NeighborWorks multifamily initiative quarterly reports
  - NeighborWorks quarterly and annual reports
  - Monthly and/or quarterly reports for projects owned by investors and third parties as required
  - HCD quarterly and annual reports
  - RCHDC environmental fee return
  - Annual workers compensation reports and related audit requirements
  - Additional reporting as required for lenders, grantors or investors
7. To assist with all fiscal year end accounting record preparation for timely delivery to our auditors with items such as depreciation journal entries, note payable adjustments, Impairment adjustments and accruals of unpaid interest on notes payable.
8. To prepare surplus cash computations and return to owner calculations.
9. Other duties as assigned.

### Qualifications

Qualifications include:

1. Bachelor's degree in business administration (financial accounting preferred). A combination of non-profit tax and/or experience related to affordable housing preferred.
2. Thorough knowledge of general accounting principles.
3. 3 to 5 years of nonprofit/affordable housing experience.
4. Ability to read, interpret, and analyze budgets, analyses and various financial reports.
5. Ability to perform complex financial analysis.
6. Ability to communicate clearly.
7. Ability to interpret, manage and create spreadsheets using Microsoft Excel.
8. Experience with or knowledge of fund accounting.
9. Experience with Yardi Affordable Software would be highly desirable.
10. Willingness to work longer days as required by the seasonal demands of the position to meet deadlines.
11. Possession of a valid California Driver's License, a good driving record, and automobile insurance per requirements of the State of California. Must have reliable transportation and willingness to use own automobile on job.
12. A working knowledge of Microsoft Office products.
13. Ability to organize and prioritize work to meet deadlines.
14. Bondable

### **Working conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand; sit; walk; talk; hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, employee is regularly required to walk; sit; use hands to handle objects/operate keyboards, tools or controls; reach with hands and arms; stoop; kneel and crouch; talk and hear.

---

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that Rural Communities Housing Development Corporation may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Date: \_\_\_\_\_

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_