



Senior Accountant

Position Overview

Community Partners for Affordable Housing (CPAH) is a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Senior Accountant is responsible for financial transactions, including but not limited to month-end and year-end closings, management reporting, balance sheet and bank account reconciliations, research, and resolution of discrepancies, 1099-Misc forms, A/R management, journal entries, fixed assets, grant accounting, audit preparation and management, payroll accounting, project/job accounting, and backup duties for the Bookkeeper.

Essential Characteristics

- Bachelor's degree in accounting, business or finance is required. Advanced degree and CPA (or CPA in progress) is preferred.
- Five years of progressive accounting experience required.
- Intermediate to advanced level experience with Excel; Pivot Table and Lookup required.
- Grant accounting and nonprofit experience preferred.
- Must be detail-oriented, self-directed, energetic, flexible, analytical, and collaborative.
- Excellent oral and written communication skills required to effectively interact with leaders and present information clearly.
- Strong computer skills, including proficiency with Microsoft Office products and QuickBooks.
- Must possess a passion for CPAH's mission.

Duties

- Create accounts receivable vouchers and/or invoices, ensuring items and grant administration reports are accurately maintained and reflect current balances and/or grant numbers.
- Monitor past due vouchers and/or invoices and follow up with clients or applicable Directors.
- Process payments within a timely manner, ensuring funds are applied to correct grant balances and bank accounts.
- Reconcile bank accounts monthly prior to monthly closing, researching outstanding items within 30 days, and reconcile balance sheet and related income and expense accounts either monthly or quarterly depending on risk assessment.
- Create and enter journal entries to properly maintain fixed assets and depreciation, payroll, A/P, AR and/or grant balances, property jobs/projects, and to correct omissions or errors.
- Analyze income, expenses, and balance sheet accounts, and create schedules to report discrepancies noted to supervisor within 10 days.
- Train to provide backup coverage for the Bookkeeper as needed.
- Perform other duties as assigned by the Chief Operating Officer and/or President.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 5:00pm. This role is full time. Alternative work schedules may be approved by the Chief Operating Officer. Competitive salary \$65,000 - \$70,000, commensurate with experience, with benefits, including health, dental, life and 401K match (after 6 months).

To Apply

Send cover letter, resume and salary requirements to kwilliams@cpahousing.org.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.