

JOB DESCRIPTION

Title: Development Accountant

Reports To: Controller

Department: Accounting

Job Status: Permanent, Full-time (40-hrs/week), Exempt (non-Union)

Salary Range: \$48,000- \$51,000 (DOE) with an excellent benefits package for employees and eligible dependents.

Job Summary/ Objective: Under the supervision of the Controller, the Development Accountant will perform routine accounting functions pertaining to affordable housing development.

ESSENTIAL FUNCTIONS:

1. Provide internal controls for various accounting functions: posting of deposits; reconciling bank statements; reconciling A/R for Development projects, affiliates and property management subsidiary; and auditing general ledger, payroll and retirement accounts.
2. Assist in preparation of monthly draws, including summarizing developer costs and reviewing contractor draw request and providing additional detailed financial information as required.
3. Prepare and maintain allocation schedules for grant related costs; prepare and maintain schedules for tracking grant expense budgets and collection of grant monies.
4. Maintain ongoing budget-to-actual information on development projects, including all budget modifications, reconciling with the general ledger.
5. Code all receipts and disbursements to the proper accounts/projects/sources; updating chart of accounts as needed.
6. Prepare billings to Federal, State, City and Private Foundations as needed.
7. Handle monthly review and reporting of job-cost reports for development projects.
8. Analyze and perform monthly salaries, benefits and shared costs allocation by using Excel worksheet
9. Prepare initial corporate monthly reports; work with the Controller for investigation of variances and/or completion of explanations for variances

10. Serve as a backup to the Controller to attend monthly board meeting as needed and supervise accounting clerk
11. Other projects as assigned by the Controller

MINIMUM QUALIFICATIONS

- Minimum 4 years of non-profit accounting experience and knowledgeable of basic accounting principals
- Experience in affordable housing development accounting a plus
- Strong ability to interact respectfully and compassionately with individuals of diverse background
- Strong organizational and planning skills
- Good communication skills both oral and written
- Ability to make decisions in accordance with established policies and procedures
- Experience with Microsoft Office Suite, MIP experience preferred

To Apply:

Please mail resume to Mission Housing Development Corporation, attn: Ellie Rodriguez, 474 Valencia Street, Suite 280, San Francisco, CA 94103 or fax (415) 864-0378

Mission Housing Development Corporation is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, ethnic background, religion, sex, sexual orientation, age, national origin, or disabilities. Please let us know if you need any special accommodations.

Mission Housing Development Corporation is a drug free work place as required by the "Drug-Free Workplace Act of 1988"