



Staff Accountant – Property Management

Department: Finance
Reports to: Accounting Manager
FLSA Status: Full-time, Non-Exempt

Position Summary: This position is responsible for the preparation of financial statements for assigned properties, participates in the preparation of property budgets, and annual audits and handles the day-to-day accounting for SAHA Property Management.

Primary Duties & Responsibilities include but are not limited to the following:

- **Financial Statements:** Prepares monthly financial statements and reporting packages for assigned properties in accordance with GAAP and applicable regulations. Prepares monthly ABC reports by the 10th of each month. Reconciles tenant receivables, subsidy receivables, accounts payable, and tenant security deposit subsidy ledgers to the general ledger and reviews all remaining balance sheet accounts. Calculates and records the gross potential rent and vacancy and posts HAP receipts. Investigates and explains budget variances.
- **External Auditors:** Provides auditors with all required documents and work papers and assures audit questions are answered and audit issues resolved. Coordinates with property management to respond to audit findings and completes external audit filings.
- **Budgets:** Participates in budget team and assists in the preparation of the timeline for budget process. Provides budget worksheets for operations and capital needs to property management for budget preparation. Ensures draft budgets are mathematically accurate. Ensures approved budgets are entered into accounting system and that budgets are updated based on final rent increases.
- **Accounts Payable:** Prepares property accounts payable for disposition of security deposits for residents who have moved out. Determines payment requests have proper authorization, coding, documentation and are mathematically accurate. Ensures accounts payable are properly entered into the accounting system and checks printed as necessary. Ensures documentation is forwarded to property manager coordinator within the required time frame and copies are filed properly.
- **Cash Receipts:** Performs non-resident cash receipts as assigned and ensures cash receipts recorded in the accounting system and filed.
- **Grants:** Prepares grant drawdowns and reporting. Tracks receivables from City of Newark for Paratransit services.
- **Residual Receipts:** Prepares residual receipts reporting as needed.
- **Replacement Reserves:** Prepares the replacement reserve requests as needed.
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- **Tax Returns:** Assists in ensuring compliance with state and federal regulations, including tax compliance. Responsible for proper completion and ongoing compliance of IRS reporting of assigned properties and completes external filing. This also includes but is not limited to tax returns (990, 199 and CT-2) business property tax returns (571-L) business licenses, and 1099's.
- **Inventory:** Participates in annual inventory of fixed assets, analyze results, and carries out accounting adjustments.
- **Accounting Operations:** Learns the accounting software, Yardi and BostonPost, which includes accounts payable, cash receipts, deposit accounting, general ledger, bank reconciliations, and tenant ledgers modules.
- **Cross Training:** Cross trains with other positions in the accounting department and provides back up to accounting staff members as needed.
- **Filing:** Ensures the monthly and annual internal filing of all accounting documentation, files and reports. Assist in annually move of documents off-site.
- **Other:** Additional duties as assigned by management.

Qualifications: Skills, Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in business, finance or accounting.
- Minimum four (4) years of experience.
- Technical knowledge of all accounting functional areas and GAAP.
- Knowledge of HUD regulatory requirements a plus.
- Must be experience and highly skilled in Excel & Word.

Certificates, Licenses & Registrations Required:

- None

Abilities and Attributes:

- Ability to handle daily responsibilities and projects with minimal direction.
- Must be pro-active in identifying and proposing solutions.
- Ability to assimilate a variety of information from diverse individuals, and make decisions for which a precedent may not exist.
- Excellent written, oral and presentation skills, writing sample required.
- Must be accurate, organized, and highly detail-oriented with the ability to multi-task and follow-through on all projects.
- Ability to work collaboratively with different levels of staff and management.
- Ability to work under pressure and successfully meet deadlines.
- Excellent decision-making, interpersonal and time management skills.
- Ability to work harmoniously in a multi-cultural team.

Supervisory Responsibilities:

- None

Mathematical Skills:

- Must be skilled in all math applications with ability to analyze and review financial data. Must be highly accurate in mathematical computations.

Physical Demands:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Requires occasional lifting or moving of objects up to 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment is a normal office environment, with business casual attire. This position is mainly conducted in an open office environment where noise and temperature variations are minimal.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

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