



Job Announcement

Title: Housing Accountant
Department: Finance
Reports To: Chief Financial Officer
Compensation: Starting salary: \$50,123-\$60,783/year DOE, 100% paid employee medical and dental insurance, AD&D, short and long term disability insurance, holidays and paid leave
Location: Gateway Office/Remote

Want to help make a difference? Human Solutions counters the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations.

We partner with people and communities impacted by poverty so they can achieve long-term housing and economic security. We invest in affordable housing and community assets that contribute to strong, inclusive neighborhoods. We advocate with our community for policies and investments that expand housing and economic opportunity, eliminate wealth inequality and end poverty.

East Portland/East Multnomah County, Oregon is our home and the heart of our investments, advocacy and programs.

Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community.

Human Solutions operates as a nimble, financially strong organization driven by our passion, strategic goals and [guiding principles](#).

Diversity, inclusion and [equity](#) are fundamental values for Human Solutions, both internally and externally. HSI has an Equity Council, which acts as an internal board to vet and recommend personnel policies and compensation practices. The council staffed by primarily staff of color in non-management roles. It also helps with diversity-related projects, such as coordinating staff diversity trainings and provides ongoing input into our equity work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 13 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.

- Flexible spending accounts for health and for dependent care.
- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes and workshops on stress management, self-care and wellness.
- Opportunity to contribute to a 401k retirement plan with a 2% employer match after three months of employment.
- A six-week paid sabbatical after every seven years of consecutive employment with HSI.

POSITION SUMMARY:

This position performs a wide variety of regular and recurring housing accounting functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Housing Development:

1. Responsible for real estate development accounting, financial reporting and maintaining files. Ensures accuracy of real estate development general ledger.
2. Monitors development of draw packages and makes payments in a timely manner.
3. Preparing audit work papers for cost certifications, 10% test and annual audits.
4. Ensures accuracy of all intercompany account balances. Responsible to conduct review and reconciliation for all accounts quarterly.
5. Reconcile reserve accounts and provide reports to Housing, as requested.

Asset Management:

1. Works in partnership with Housing Department to identify priorities.
2. Provides asset management with property budget input for consolidation of budget and financial statements with Human Solutions.
3. Provides financial data relating to intercompany transactions and audit fees to asset management for budget preparation.
4. Coordinates with outside CPA firm for timely filing of federal and state tax returns and audits for HSI properties.
5. Responsible for preparation of related property audit work papers.
6. Reports budget variances, unusual items and trends to Asset Manager and CFO.
7. Provides balance sheet entries to third party property management as needed.

Property Management:

1. Responsible for mapping property budgets and recording monthly activity from third-party property management.
2. Responsible for communicating accounting entries to third-party property management.

SKILLS AND ABILITIES:

1. Possess strong knowledge of generally accepted accounting principles. Strong mathematical and analytical skills.
2. Excellent computer skills, especially Excel and Word. Familiarity with Abila MIP Fund Accounting software desirable.
3. Ability to communicate clearly and concisely both orally and in writing. Must be able to clearly explain accounting concepts to non-accounting personnel.
4. Ability to analyze information and processes and make recommendations.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree specializing in accounting
2. At least three years of experience in accounting and/or finance
3. Must be able to complete tasks accurately and meet deadlines
4. Must pass pre-employment background check

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TO APPLY:

Please send resume with cover letter and three professional references to: Tanja Lux, Chief Financial Officer via email at tlux@humansolutions.org. Subject line must read: "Housing Accountant". References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.