

# RIVERSIDE HOUSING DEVELOPMENT CORPORATION



## Senior Accountant

### Job Summary

#### DESCRIPTION

Riverside Housing Development Corporation is a non-profit organization (501c3) that improves neighborhoods and communities by increasing the supply of high quality affordable housing opportunities for low income families and households.

#### POSITION

Under supervision of the Chief Operating Officer, the Senior Accountant works independently to meet deadlines maintaining a wide variety of bookkeeping, accounting, and financial records, statements, and accounts. Responsible for developing and tracking performance of budgets, project cost accounting, preparation of general ledgers and financial statements, and coordination of annual audits. Plus other duties as assigned.

#### DUTIES AND FUNCTIONS –duties include, but are not limited to:

Manage and oversee all accounting processes for Quickbooks Accountant 2013 & Yardi Voyager  
Supervise and assign accounting staff AP/AR and other accounting duties as necessary. Maintain company records and develop system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.  
Prepare, verify, and post all financial entries and Journal Entries (accrual basis accounting). Maintain and balance subsidiary accounts by verifying, allocating, and posting transactions. Reconcile bank statements & balance sheet accounts.  
Review and develop corporate budgets and project budgets Prepare monthly updates tracking budget performance Prepare and maintain balance sheets and financial statements  
Identify and analyze business, financial, and audit related issues within the organization  
Prepare monthly/quarterly reports for governmental agencies and creditors (banks). Submit online payroll to outside vendor.  
Attend meetings and report to Financial, Executive, and Audit committees.  
Read funding agreements and integrate their requirements into organization financial statements  
Prepare organization's Fixed Asset Management/Depreciation Schedules  
Coordinate and oversee engagement and completion of independent outside Auditor reports  
Review Tax Returns and ensure their timely filing.  
Create Cash Flow (Residual Receipts) reports for governmental agencies and project partners. Knowledge of real estate development, construction & property management accounting is a plus Experience and knowledge of nonprofit agency operations and accounting methods is a plus

#### QUALIFICATIONS

Degree in business, finance, or accounting, or equivalent experience. Minimum 3 years experience in bookkeeping or accounting. Proficiency in Quickbooks, Excel, Word, and Outlook is required. Knowledge of Yardi Voyager and/or LIHTC (Tax Credits) a major plus.

#### WAGES AND HOURS

Full time, permanent position requiring 40 hours per week (Mon-Fri, 8:00am to 5:00pm). Salary range \$70,000 to \$90,000, salary commensurate with experience & qualifications. Includes medical benefits, 401k retirement plan & 2 weeks paid vacation.

#### CONTACT

Fax resume to Riverside Housing Development Corp (951-341-0171).  
Application deadline — open until filled.