

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Staff Accountant**

Supervisor: Chief Financial Officer

Classification: Non-Exempt

Proposed Approval Date: February 22, 2021

Date of Last Update: February 2021

SUMMARY:

This position is responsible for the financial management of SWMHP subsidiary and affiliated organization accounting; owned portfolio financial support; construction project financing support; project closing accounting; and project budgeting and reporting. Secondary duties include accounts payable and payroll.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- Bachelor's degree in accounting, Associate's degree with accounting emphasis, or 2 years of experience in accounting, private or public preferred
- Excellent organizational skills
- Good verbal and written skills
- Ability to handle and manage multiple tasks.
- Ability to work independently.
- Ability to take direction from and work with a variety of people.
- Computer Experience: Financial management software, Microsoft Office (Word, Excel, Access, Power point, Quick books)
- Strong math skills

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: Primary Duties

Owned Portfolio Accounting: Provide support to the Asset Manager in the preparation of operating reports, property reserve analyses and annual owner's report to funders, monthly financial & investment reports, property tax classification and values and quarterly and annual reports.

Accounts Payable: Collect and process W9s and 1099s for vendors annually.

Accounts Receivable: Provide backup support including processing invoices for services including coding of invoices, monitoring of outstanding invoices, and applying appropriate follow up procedures to ensure timely payment.

Cash Receipts: Provide support including account coding of incoming receipts and other duties as assigned related to processing of cash coming into the organization.

Inventory Management: Manage inventory lists and close-outs of property owned or leased by the organization.

Project Closing Support: Provide support to Real Estate Development and Asset Management with the preparation of project loan closings, 8609 preparations, project carryover and disposition of Section 42 property.

Project Budgeting & Accounting: Monitor loan expenditures and reporting of loan fund balances for all products offered or used by the organization or its partners to ensure sufficient fund levels are maintained. Manages revenue/expenditures to the fund or prepare requests for additional funding draws as needed. Enter annual budget into financial software.

Financial Reporting: Prepare and record monthly journal entries as assigned. Prepare reports, draw requests, or payment requests for the Small Cities Development Program and other rehabilitation pools. Continually monitor and report on project budgets. Communicate with funders to clarify or correct requests as needed.

Real Estate Tax, Utility & Maintenance Management. Collect and process vendor invoices for payment as needed. Review property tax classification and values. Record and report on real estate tax, utility and maintenance as directed.

Record Keeping: Maintain all corporate and affiliated entities financial records.

Audit Preparation: Assist with the preparation of the annual audit information including adjusting entries, recording accruals, reconciling general ledger accounts, and preparing schedules for the auditors. Work with staff and property managers to collect data.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES: Secondary Duties

Accounts Payable: Provide backup support including processing of vendor invoices, account coding of invoices, and data entry into accounting system for payment. Wire transactions for the organization when necessary. Maintain vendor databases in MIP and QuickBooks.

Payroll: Provide backup for processing payroll, payroll taxes and payroll reports as required for the organization.

Travel: Travel within the region and State of Minnesota on occasion and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date