

## Full-time Multi-family portfolio Account Supervisor/ Auditor

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### Job Description

**Fast growing non-profit company seeks a full-time Multi-family portfolio Account Supervisor/ Auditor.** Must be a tenacious taskmaster reporting to the Executive Director(s). Offering flexible start-time daytime hours (example 8am-4pm or 10am-6pm) and the possibility of working from home a day or so during COVID (to be re-evaluated every quarter).

We are looking for a multi-tasking, go-getter who loves to dot i's and cross t's. Finance and Accounting background required. Multifamily, real estate, HUD and LIHTC knowledge preferred. Budget creation, audit preparation, cash flow, P&L statements and corporate money manager/financier for entire portfolio (7 corporations and 21 properties). Organizational and communication skills are a must.

**If this sounds like you, please submit your resume to [HR@prspurpose.org](mailto:HR@prspurpose.org) to apply. Don't forget to take our mandatory 7-10 minute survey using the link here: <http://bit.ly/2pZcSvQ>. Thank you for your consideration.**

### Position Summary

This position exists to provide financial direction and accountability for the organization as well as perform administrative duties. Activities include overseeing, compiling and maintaining accounting systems (Resman & Quickbooks) and act as a liaison between company, government, client, and CPA auditors in providing the required information.

### The essential functions include, but are not limited to the following:

- Maintaining responsibility for all financial management, including monthly financial compiled statements, accounts receivable, accounts payable, time billing, payroll P/R, inventory control, general ledger, bank reconciliation, and tax payments (annual financials and 401K audits)
- Remaining abreast of tax law, and corresponding with Federal, state, and local tax agencies on behalf of the company
- Managing fixed assets: maintaining the fixed asset system and depreciation calculations
- Responsible for cash management activities, including monitoring cash flow on a continual basis, preparing bank reconciliations, auditing cash receipts, accounts receivable, bookkeeping, journal entries, and financial statements
- Perform cash management functions
- Post Journal entries to the general ledger
- Preparing the operational financial and management reports on a monthly, quarterly, and annual basis
- Performing fiscally responsible budget preparations and pro-forma financial statements; monitoring expenditures
- Developing strategic financial plans and objectives for the business
- Maintaining constant communication, overseeing, and evaluating third party vendors related to the financial functions of the business
- Ensuring all financial reporting is accurate and complying with established accounting procedures and policies

## **Full-time Multi-family portfolio Account Supervisor/ Auditor**

- Preparing statistical reports and management indicator reports on a daily, weekly, monthly, quarterly, and annual basis.
- Preparing current and comparative analysis reports and statements reflecting variations in costs and revenues.
- Establishing and maintaining a positive working relationship with clients, agencies, and coworkers to promote a quality service image
- Assisting with other special Accounting/Financial projects from time to time
- Researching and resolving financial-related questions, concerns, and problems for clients in a friendly and timely manner
- Performing other duties as assigned

### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Bachelor's degree in Business Administration, Accounting, Finance, Real Estate, Affordable Housing or related field preferred
- At least (2) or more years of experience in an exempt-level accounting/financial management role
- Familiarity with Resman, QuickBooks, Smartsheet, Microsoft platforms (Excel, word, PPT, CRM, teams, etc.), bookkeeping software
- Ability to analyze and interpret government regulations
- Knowledge of cost principles, budgetary and reporting requirements, and auditing standards
- Knowledge of generally accepted accounting principles (GAAP) and accounting and auditing practices
- Excellent problem solving, and written and verbal communication skills, with a high degree of accuracy
- Ability to work independently with minimal supervision
- Ability to adapt and work efficiently in dynamic environments with deadline pressures
- Ability to interact with different departments and organizations to get the work done
- Strong business acumen required
- Attention to detail and track record of reliability required
- Strong written and verbal communication skills