



General Accountant/Senior Accountant

Status: Non-Exempt
Supervisor: CFO

Full Time Position: Monday-Friday
Department: Accounting

Summary:

Assist CFO and finance department by creating and analyzing income, expense, payroll, etc. to understand the financial circumstances of the organization. NVCH is looking for a key player to provide advanced accounting experience to support our clients and vendors, partners, and our board. Confer and assist accounts regarding accounts payable & receivable, payroll, and conducting other tasks related to finance and reporting as needed.

Responsibilities

- Prepare and analyze Financials for accuracy and needed adjustments for many entities
- Preparation for many audits at June year end and December year end
- Bank reconciliations-many bank accounts
- Prepare and book payroll allocations and any journals as needed
- Overseeing bank and credit cards for timing entering and paying
- Make sure that all transactions are properly classified, authorized, and documented
- Reporting to Partners, lenders and regulators
- Yardi and Yardi P2P a plus
- Affordable housing experience a plus
- Support CFO in all aspects of team support, auditor support, company support
- Continually work with operations team to update the documentation of improved GAAP accounting and bookkeeping processes and to correct processes as needed
- Completing special projects such as investigating, troubleshooting transactions
- Full accounting cycle to reporting through audits and reporting to CEO and the board.

Skills and Competencies

- Be able to design workflows and push technology apps beyond their limits
- Ability to have difficult conversations and think on your feet even though you do not have all the answers (you have got to know how to Google!)
- The ability to self-organize and keep multiple projects on task and on time is key
- Empathy, patience with teaching others how to use technology, and the ability to switch gears when needed
- Finance or accounting experience suitable to the responsibilities noted above
- Excel (advanced a plus but not required, Outlook a plus as well)
- Yardi Software experience preferred
- Prior experience working in a remote setting using video conferencing tools
- Must be comfortable with cloud-based technologies and document storage tools
- Must be able to work during regular business hours - Monday through Friday
- Bachelors in accounting and/or related experience preferred.

Benefits

- Health Insurance
- Pay Holidays
- Vacation
- Sick Leave
- 403b Matching
- Dental
- Flex plan
- A flexible work environment (Partial Remotely)
- Professional growth and development opportunities with ongoing training

We are flexible with some items noted above. Please apply ASAP.

Job Type: 32 to 40 per week