



Job Title: Accountant	Status: Full Time
Team: Finance	FLSA Category: Exempt
Immediate Supervisor: Financial Controller	Date Created/Revised: 4/24/19

OppCo partners provide stable homes within great neighborhoods, which serve as a foundation for thriving families and individuals. Our homes and neighborhoods promote healthy families as well as work, economic, and educational success.

The **Accountant** is responsible for overseeing the accounting and reporting for Opportunity Communities, LLC, and its related entities, including cash, preparation of account reconciliations, to ensure that all transactions are prepared in a timely manner. This position requires a strong working knowledge of generally accepted accounting principles, familiarity with the OMB Super Circular, and a high degree of interaction with company employees, vendors and funders. This position requires close coordination with department managers and OppCo accounting. This position possesses the willingness to assume additional responsibilities, is organized, detail oriented, able to work collaboratively and solve routine problems independently. This position makes recommendations for improvements in efficiencies in internal control processes.

Essential Job Functions and Responsibilities:

General Ledger/Financial Reporting

- Prepare and process monthly journal entries. Produce monthly financials, including balance sheet, income statements (summary and detail) and ratios, according to the monthly close calendar by 1) reviewing general ledger activity, (2) calculating monthly accruals and prepayments, (3) posting all journal entries and (4) compiling, reviewing, consolidating wholly owned, and distributing final monthly reporting packages for the relevant companies.
- Ensure that monthly income statements reflect budget, actual and variance amounts. Identify significant variances and research explanations for variances. Create and maintain supporting schedules and analyses for balance sheet accounts including, but not limited to, accounts receivable, grants receivable, accounts payable, prepaid, accrued expenses, interest payable and receivable and notes and loans payable.
- Provide Senior Accountant with updated month end checklist in accordance with month end close schedule.
- Oversee the maintenance of the general ledger.
- Prepare and maintain all balance sheet reconciliations on a monthly basis.
- Support and assist the external accounting/audit firms with year-end requirements, ensuring that all audit requested schedules are prepared in accordance with agreed upon audit schedule; prepare work papers; assist with financial statements and tax returns. Prepare miscellaneous financial reports for various funding agencies, etc.

Banking/Treasury

- Prepare and process cash transfers as needed. Maintain line of credit activity reports; calculate and post applicable interest on a monthly basis.
- Monitor daily cash balances for significant bank accounts and prepare cash flow forecasts.
- Provide assistance and support on treasury management and cash flow reporting.



Real Estate

- Maintain real estate development set of books. Maintain schedule and provide information and reporting to auditors for related cost certification process. Assist auditors during the cost certification process.

Grants

- Working with OppCo and its affiliated members, program directors and resource development personnel, participate in developing potential grant budgets, and once awarded, prepare, track, and monitor invoices for foundation, federal and state grants. Ascertain validity of expenses that should be included in invoice submissions. Provide reports and support to various funders substantiating amounts invoiced.

Budgeting/Forecasting

- Assist in the preparation of the annual budget in consultation with the Chief Financial Officer.
- Assist program directors and managers with the preparation of the budgets.

General Accounting Support/Administration

- Oversee management of all CDC leases, contracts and financial commitments with facility lessor.
- Manage document retention policies and retention.
- Provide operational support regarding accounting and finance-related matters to program teams.
- Assist in the development of departmental policies and procedures.
- Identify opportunities to streamline existing processes, focusing upon enhancing efficiencies with the Finance team as well as within the CDC.

Implementation Project

- Work with OppCo to establish a timely month end close process, inclusive of real estate project transactions.
- Input general ledger mapping into Sage.
- Implement new process established by real estate and finance for real estate projects.
- Streamline existing financial processes to eliminate duplication and inefficiencies.

Non-Essential Functions

- Attend monthly team and organization meetings.
- Attend necessary trainings to ensure up to date knowledge.

Work Requirements and Qualifications

- 5-7 years of accounting experience required.
- Bachelor's degree required in Accounting or Finance.
- Familiarity with real estate development in a non-profit setting desired.
- Previous experience with month end closing and reporting.
- Familiarity with audit schedule preparation.
- Knowledge and experience working with GAAP, A-133 audits and familiarity with OMB Super Circular



- Grants management experience as it relates to compliance and reporting of government, corporate, and foundation grants
- Detail oriented, accurate, having ability to solve problems
- Proactive and strategic thinker who enjoys creating and improving systems and processes

Physical Requirements:

This is a sedentary job by nature. Requires being able to sit at a desk and use a computer and phone for most of the day.

Position Accommodations:

Qualification:

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical:

The physical demands described 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.

To Apply

Submit your resume and cover letter using the following link <https://www.tfaforms.com/4727949>