

Open Position

Property Accountant II

Capitol Hill Housing is a public development authority (a municipal corporation) chartered by the City of Seattle to meet the need for affordable housing and preserve neighborhood character in Seattle. Capitol Hill Housing believes it is an appropriate obligation of our society to provide all individuals with access to quality, affordable, safe housing. Originally focused solely on Capitol Hill, we now have 42 affordable apartment buildings on Capitol Hill and other Seattle neighborhoods.

We currently have an opening for an experienced Property Accountant II. The Property Accountant II is responsible for accounting and financial reporting of affiliated entities and CHH owned buildings regulated by HUD. The Property Accountant II works closely with the Controller, Property Accountant I, Accounts Payable and Portfolio Managers. This position must maintain a high level of confidentiality.

Accounting Duties:

- Project accountant for affiliated entities & HUD buildings.
- Ensure CHH accounting policies and procedures are upheld.
- Revenue accounting utilizing Boston Post system
- Process mortgage payments.
- Monthly journal entries – allocations, depreciation, prepaids, etc.
- Prepare and review monthly operating statements for portfolio
- Responsible for multiple bank account reconciliations
- Prepare and track reserve withdrawal requests, ensure funding of reserves in compliance with loan and partnership agreements
- Reconcile security deposits
- Prepare audit schedules
- Maintain fixed asset schedules in excel
- Bill triple net costs to commercial tenants.
- Review payables within assigned portfolio.
- Prepare quarterly reports for investors
- Prepare financial portion of annual City reports.
- Other duties as assigned including special projects for CFO.

Minimum Qualifications:

- Bachelor's degree in accounting or equivalent.
- Relevant work experience in accounting, preferably in property management, may substitute for education.
- Three to five years work experience in accounting preferably in affordable housing and/or property management.
- Experience with a complex chart of accounts
- GAAP financial statement preparation
- Able to problem solve independently
- Strong oral and written communications skills in English.

- Intermediate skill with Microsoft Office applications (Word, Excel and Outlook).
- Demonstrated ability to meet deadlines
- Ability to communicate effectively with people of diverse personalities, cultures and communication styles.

Desired Qualifications:

- Knowledge of Fundware and/or Boston Post software a plus.

This position reports to the Controller. Candidates selected for this position must pass a criminal history background and a credit background check prior to employment with Capitol Hill Housing.

Compensation: \$52,000 annually doe. This is a regular full-time exempt position with full company paid medical and dental, sick leave, vacation and holidays.

To apply, please submit your resume and cover letter to:

resume@CHHIP.org or

Human Resources
Capitol Hill Housing
1406 10th Avenue, Suite 101
Seattle, WA 98122

NO CALLS, PLEASE
EOE
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