



## **JOB DESCRIPTION**

**POSITION TITLE:** **Affiliate/HUD Property Accountant**

*Revised: 05/10*

**Reports to:** Controller

**Position Type:** Exempt monthly salary, full time 40 hours per week.

**Compensation:** \$43,000-\$48,000 DOE

**Hours:** Full time, Monday through Friday, 8am to 5pm

### **Overview:**

The Affiliate/HUD Property Accountant is responsible for the day-to-day implementation of policies and procedures within the accounting department including financial reporting of affiliated entities and CHH owned buildings regulated by HUD. The Affiliate /HUD Property Accountant works closely with the Controller, CHH Property Accountant, Accounts Payable and Portfolio Managers. This position must maintain a high level of confidentiality.

### **Accounting Duties and Responsibilities:**

- Project accountant for affiliated entities and HUD buildings (approx 20 buildings/500 units)
- Ensure CHH accounting policies and procedures are upheld.
- Reconcile rental activity in Boston Post property management software imported to Fundware general ledger accounting software.
- Bill quarterly triple net costs to commercial tenants.
- Review mortgage and trade payables within assigned portfolio.
- Post monthly recurring journal entries – allocations, depreciation, prepaids, etc.
- Review monthly building financial statements and understand building operations.
- Reconcile bank accounts of affiliated entities and HUD buildings (approx 20 operating accounts, plus reserve and security deposit accounts with minimal activity).
- Prepare financial portion of annual City reports.
- Prepare journal entries for cash receipts, reconciling, annual closing, etc. under Controller's supervision.
- Prepare, submit and track reserve withdrawal requests, ensure funding of reserves is in compliance with loan and partnership agreements.
- Review and approve tenant security deposit refunds.
- Assist with audit prep/schedules.
- Maintain fixed assets schedules in excel.
- Prepare quarterly reports for investors.
- Other duties as assigned.

### **Minimum Qualifications:**

- Bachelor's degree in accounting. Relevant accounting experience in lieu of education may be considered.
- Two years relevant work experience in accounting using complex chart of accounts.
- Good oral and written communications skills in English.
- Experience working with Microsoft Office applications (Word, Excel and Outlook).
- Ability to communicate effectively with people of diverse personalities, cultures and communication styles.
- Strong desire to work in a non-profit environment supportive of its core mission.

**Desired Qualifications:**

- Experience in affordable housing or property management accounting.
- Experience working with a wide variety of people.

**Work Environment:**

Work is performed primarily in the CHH main office, which is non-smoking, subject to temperature variations in both cold and hot weather, and has low natural light in some sections of the space. The office can be reached by a ramp. Work areas are close together, requiring the ability to work with surrounding activity and noise. Workstations are ergonomically outfitted. The CHH Safety and Health Committee and Administrative staff monitor operations for potential hazards. Employees are expected to perform their work in such a manner as to eliminate or reduce any potential hazards to an acceptable level. A suggestion box is available for input from all employees regarding safety and the work environment. Employees must bring all actual or potential hazards immediately to the attention of the Program Administrator.

All employees at CHH are employees at will. The job description outlined above is not intended to represent an absolute or final list of all elements, activities or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position.

Candidates selected for this position must pass a criminal history background and a credit background check prior to employment with Capitol Hill Housing. Capitol Hill Housing is an Equal Opportunity Employer

**To Apply:**

Please submit a resume and a cover letter to:

Email: [resumes@capitolhillhousing.org](mailto:resumes@capitolhillhousing.org)

Mail: Resumes  
Capitol Hill Housing  
1406 Tenth Ave. Suite 101  
Seattle, WA 98122

Please visit our website: [www.capitolhillhousing.org](http://www.capitolhillhousing.org)