



# Housing Assistance Council



## Accountant

### ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

### POSITION SUMMARY

Accountant is responsible for applying technical and leadership skills to guide accounting practices and recording of transactions. The successful candidate will have experience in a complex organization and demonstrate a balanced communication style and strong critical thinking skills. The position will report to and work closely with the Financial Controller. Accountant must thrive in a deadline-oriented and evolving workplace. In addition, this role partners with other HAC Team members in tactical implementation of HAC's mission and commitments to meeting the organization's strategic plan.

### PRIMARY RESPONSIBILITIES

Financial Accounting and Reporting

- Summarize and prepare financial statements and transactions reports. Ensure all necessary documentation that supports transactions is obtained in order to support proper accounting and reporting.
- Comply with all federal, state, and local protocols including legal requirements, and collaborate with the Financial Controller on interpretation of new and existing legislation.
- Support Standard Operating Procedure (SOP) for accounting policy and regulations and collaborate change management with the Financial Controller.
- Support timely tax compliance, contract review, and financial filings.
- Accurate and timely preparation of journal entries.
- Manage and maintain system of supplementary schedules that support ledger and sub-ledger balances in the financial statements.
- Prepare account reconciliations to ensure accurate reporting and integrity of the general ledger accounts.



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- Support program related budgets,
- Review monthly bank reconciliations.
- Assist in the annual operating budget process.
- Maintain depreciation and lease schedules.
- Backup payroll and accounts payable activities when needed.

#### Grants

- Maintains accurate, complete and timely accounting and recording of Grants.
- Collaborates with Grant program leaders to prepare and implement grant and funding proposal budgets.
- Reviews contract spending and amendment changes recorded by Grant Accountant.
- Review grant and contracts billings.
- Review tracking of financial reporting requirements for funders to ensure accurate financial reporting and funder compliance.

#### Audit Activities

- Collaborates with the Financial Controller in PBC (Prepared by Client) schedule and report preparation annual, external financial statement and uniform guidance audits, tax compliance (Form 990) and UFR.

#### General

- Supports implementation of new accounting-related software.
- Collaborated in creation and maintenance of training materials.
- Complete other tasks as requested by the department.

## QUALIFICATIONS

- A bachelor's degree in accounting.
- 3-4 years' experience in accounting in a nonprofit setting, or audit experience with nonprofit clients.
- Proficiency with Microsoft Office applications (especially Excel, including advanced formulas), and comfortable with learning new technologies.
- Familiarity with GAAP and GAO regulations and reporting requirements for nonprofit organizations
- Ability to work both independently and as a member of a team, with the capacity to train/mentor effectively with diverse individuals and constituents, in both one-on-one and group settings.
- Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance audiences.
- Strong interpersonal and communication skills. Ability to interact effectively with all levels of the organization as well as outside contacts such as auditors, financial institution representatives, investors, board members and other stakeholders.



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Housing Assistance Council

- Proficiency in assessing priorities, organizing, and operating in a flexible manner in a fast-paced environment while retaining a high level of attention-to-detail.
- Demonstrated track record with leading financial reporting and audits for either a division or significant program area of a nonprofit organization or foundation.
- Working knowledge of integrated project management and accounting systems. (GP, NetSuite and SP Concur)

### COMPENSATION AND BENEFITS

This is a full-time exempt position. This position reports to the Director of Finance & Administration. The salary for this position is between \$70,000 – \$80,000 annually, depending on experience level and industry knowledge. HAC also provides a generous package of benefits including vacation, sick time, health and retirement benefits, and a commitment to work/life balance. Occasional evenings and out-of-area travel may be necessary. Position involves regular computer and telephone use plus some minimal lifting. This position is currently hybrid, based at HAC’s office, in Washington DC, where commutable in-office work and in-person meetings are expected weekly.

### EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC is an equal employment opportunity employer. HAC’s policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age, disability, or any other basis protected by applicable federal, state, or local laws.

### TO APPLY

Please email a resume and brief cover letter to [jobs@ruralhome.org](mailto:jobs@ruralhome.org). with “Accountant” in the subject line. Cover letters should discuss your interest in the position and in working at HAC. Resumes without a cover letter will not be considered. Applications will be reviewed upon receipt, with interviews starting immediately.

<b>Position Title</b>	Accountant
<b>Reports to</b>	Director of Finance & Administration
<b>Business Unit</b>	Finance & Administration
<b>Location</b>	Washington, DC
<b>Employment/FLSA Status</b>	Full-Time, Exempt



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<b>Supervisory Responsibility</b>	Yes
<b>Telecommuter Status</b>	Hybrid



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