



Senior Accountant

Please send cover letter and resumes to: pihgeneral@partnersinhousingindy.org

Position Summary:

The Senior Accountant will be highly involved in all aspects of the accounting and financial functions of the organization. This position will be highly involved in all development projects along with helping to maintain and analyze a portfolio of over three thousand units. A background in non-profit accounting and/or construction accounting will be ideal for this position, along with an understanding of Low-Income Housing Tax Credit (LIHTC) deals. This position will be responsible for a number of items, from bookkeeping to maintaining the general ledger, financial reporting, audit assistance, and grant reporting. This position will report to the Director of Finance and offers some remote working.

Primary Responsibilities:

- Monthly bank reconciliations and reconciliations of general ledger accounts including intercompany accounts receivables and accounts payables.
- Accounts payable, including processing invoices as needed.
- Month-end journal entries and year end closing journal entries.
- Maintain general ledgers of current, future and past development projects.
- Work with development on construction draws to ensure accurate bookkeeping.
- Provide information for grant applications and claims for reimbursements of grant funds.
- Help to prepare monthly financial reports and variance analysis.
- Assist in preparing board financial reports along with quarterly and yearly financial reporting for outside investors.
- Assist with yearly budgets for properties and development projects.
- Work with outside auditors to support and provide information needed for the annual audit process for both PIHDC and MAHC.
- Work with Director of Asset Management to ensure that properties are financially sound.
- Assist the Grants and Advancement Manager to accurately track donations, grants and fundraising.
- Assist in preparing development project proformas and models.
- Assist in special projects and other duties that are assigned.

Education and Experience:

- Bachelor's Degree in accounting or finance preferred, or similar experience

- Three (3) years of progressive accounting experience. Non-profit and/or construction is a plus.
- Experience with accounting systems, specifically QuickBooks and Yardi.
- Proficient in Microsoft office, especially Microsoft Excel.
- Strong problem-solving skills and the ability to work with and communicate with all departments.

Competencies

- Commitment to the organization's mission
- Strong verbal and written communication skills
- Strong mathematical and analytical skills
- Proven ability to handle multiple projects simultaneously
- Ability to work with diverse populations
- Self-motivated and able to work independently

Benefits:

The annual salary range for this position is \$60,000 - \$68,000

PIHDC also provides a comprehensive benefit package, which includes:

- 401 (k) with company match up to 3% of employee salary
- Healthcare Insurance
- Dental and vision insurance benefits
- Life Insurance and long-term disability benefits
- Generous paid leave allowance (PTO)
- Twelve paid holidays
- Professional development opportunities
- Diverse, Inclusion and equitable professional work environment
- Opportunity to work remotely

Partners in Housing Development Corporation and Merchants Affordable Housing Corporation

This position is a joint-position with Partners in Housing Development Corporation (PIHDC) and Merchants Affordable Housing Corp. (MAHC). Both PIHC and MAHC are 501(c)(3), non-profit organizations. The mission of PIHDC is helping people reach their potential through creative, affordable housing solutions. PIHC is guided by three principals: (1) People have the right to housing that is decent, safe, and affordable; (2) Everyone has strengths and abilities and can improve their lives; and (3) We have a responsibility to our residents and to the community

MAHC's mission is to create stable, vibrant, and healthy communities by developing or acquiring affordable rental housing properties. It is our goal to use our resources and expertise to build or acquire and upgrade multifamily rental properties so that residents who lack the economic resources to access quality rental housing opportunities have a clean, safe environment in which to live.

Environment/Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee may have the opportunity to work remotely on occasion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

Partners in Housing Development Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.