

Non Profit Housing Developer seeks a staff accountant. For additional information please review the attached job description and contact:

Ms. Taneshia Cleckley
Account Executive
AppleOne
3320 Buford Drive, Suite 80
Buford, GA 30519
678-546-8880
tcleckley@appleone.com

Job Description:

STAFF ACCOUNTANT

Position Description

Under limited supervision, perform multiple duties related to the accounting functions of the organization within established deadlines. Position reports to and is guided by the Operations Director.

Responsibilities

- Establishment and maintenance of accounting files
- Use of MIP to prepare checks and entries
- Prepare, record and process accounts payable and cash disbursements
- Prepare, record and process accounts receivable and cash receipts
- Prepare appropriate documentation and track grant reimbursement and other receivables for the organization
- Prepare monthly allocation tables for indirect expenses and revenue items as needed.
- Assist in the posting of accounts to the General Ledger for:
 - Accounts receivable
 - Cash receipts
 - Accounts payable
 - Cash disbursements
- Perform monthly and year-end financial audits
- Preparation of monthly, quarterly, and annual financial statements for the organization as a whole
- Maintain required records, reports, and files in an organized manner
- Assist in the creation and maintenance of policies and procedures associated with the finance department of the organization
- Other duties as assigned

Qualifications

- Demonstrated proficiency with Microsoft Word, Excel, and accounting software programs
- Excellent organizational skills
- Demonstrated initiative, personal awareness, professionalism and integrity
- Demonstrated discretion and confidentiality in all areas of performance
- Project a friendly and professional image and demeanor
- Understand, apply, and comply with all organization policies, procedures, practices, and philosophies
- Embrace organization's mission and core values
- Team Player

Required Skills and Experience

- Five years previous accounting experience
- Bookkeeping experience
- Knowledge of non-profit / grant accounting practices
- Knowledge of MIP Fund Accounting software
- Detail oriented, accurate, and organized
- Able to manage multiple priorities
- Excellent communication skills – written and verbal
- Strong organizational and administrative skills
- Degree in accounting or equivalent education / experience

This job description does not list all possible duties for this position. Occasionally, the Executive Director or other managers may ask you to perform other instructions and duties. Your evaluation is based in part upon your performance of the tasks listed in this job description and these other duties.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

This organization reserves the right to conduct a credit check and criminal background check to ensure the personal financial stability of the employee holding this position.