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Homes. People. Partnerships. Good. [www.homesforgood.org](http://www.homesforgood.org)

*Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 outbreak, Homes for Good will use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.*

**Homes for Good is seeking a Real Estate Accounting Administrator to join our team!**

**Real Estate Accounting Administrator  
Posting # 10.05.2020  
Salary - \$4,394.88 - \$5,609.10 per month**

## **WHO WE ARE**

Homes for Good Housing Agency is a high performing public housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income Lane County residents access and maintain affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on racial justice, customer service, quality control, and compliance. Homes for Good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a mission driven organization.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

## **OUR FINANCE TEAM**

Homes for Good has a small finance staff consisting of two Senior Accounting Technicians who perform accounting functions related to the Agency's component units, cash reconciliations, housing assistance payments and grant accounting. The team also has an Accounting Technician who performs payroll and cash disbursement operations. The Finance team is supported by the Finance Director who is responsible for all financial operations of Homes for Good. In addition to the day-to-day accounting operations, the Finance team provides support to facilitate the Agency's annual financial statement audits, budgeting and providing financial information to other departments of the Agency.

## **WHAT YOU WILL DO FOR OUR TEAM**

As an important team member in our Finance Division, this position is responsible for performing a wide variety of complex accounting work in connection with maintaining & monitoring accounting records and preparing financial reports in support of the Real Estate Development Division transactions.

**DUTIES:** *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Oversee and administer the general accounting functions, including Homes for Good self-managed properties (15-20 individual properties); Prepare and analyze monthly financial statements, including balance sheets, statement of operations, statement of cash flows and budget to actual supplementary information, to ensure accuracy and completeness.
- Prepare all monthly bank reconciliations for self-managed properties.
- Ensure compliance with applicable standards (i.e. GAAP, FASB), rules, regulations, and systems of internal control.
- Aid in the development and implementation of new accounting policies, standards, and guidelines.
- Enter and submit data for various housing programs into the HUD on-line reporting systems.
- Facilitate monthly performance meeting for Homes for Good self-managed properties; Act as primary liaison with property managers and assistant property managers.
- Prepare and submit annual operating subsidy applications with HUD field office.
- Act as a liaison between Real Estate Development staff and Finance staff in developing set up for new tax credit entities including pre-development, post-closing accounting, construction phase, and through lease-up schedules.
- Establish chart of accounts with third party property management companies at the appropriate time.
- Prepare year-end closing for development projects and act as the primary liaison with external accountants for organizing, planning and execution of year-end entity audits and tax return preparation.
- Perform a variety of technical functions supporting the completion of development projects including tax credit certifications.
- Maintain permanent file for all properties and projects. Track compliance with loan provisions and covenants as needed. Maintain fixed asset schedules for self-managed properties.
- Prepare monthly capital fund draws and update applicable fixed asset records upon. Act as liaison between capital fund team and finance to ensure all capital fund grants are appropriately reconciled and reported.
- Handle sensitive information in a confidential manner.
- Participates in the selection of auditors, banks and other contractors. Establish and maintain effective working relationships with service providers, financial institutions, attorneys and government housing funders.
- Prepare year-end trial balances for Homes for Good managed properties for the Homes for Good annual audit and supplemental schedules for financial statements.
- Other duties as assigned.

## **WHAT WE ARE LOOKING FOR**

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at [hr@homesforgood.org](mailto:hr@homesforgood.org).

## **IDEAL QUALIFICATIONS:**

The ideal candidate will have knowledge and experience in the following areas:

- Principles and practices of accounting, record keeping and financial reporting.
- Rules and regulations regulating public finances and fiscal operations, especially as they relate to HUD, other grantor agencies and limited partners.

- Word processing, advanced spreadsheets and database programs.
- Communication and the ability to thoughtfully and efficiently communicate with individuals from a variety of different backgrounds.
- Principles of arithmetic and basic algebra.
- Automated accounting system.

### **ABILITY TO:**

- Learn, interpret and apply Agency, HUD, other grantors and limited partners' policies, procedures and regulations.
- Work independently in the absence of Finance Director; Perform difficult and complex accounting functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Prepare clear and accurate financial statements, reports and analyses.
- Recognize the value of individual and cultural differences and create a work environment where individual's differences are valued.
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications.
- Experience with accounting software.
- Excellent interpersonal skills to communicate effectively across the organization.
- Thorough knowledge of general ledger accounting and account reconciliation.
- Understanding of financial covenants with banks.
- Highly detail-oriented.
- Understanding of U.S. GAAP. Thorough understanding of financial statement preparation including management assertions.
- Understanding of internal controls related to financial reporting and federal compliance.

### **EXPERIENCE & TRAINING GUIDELINES:**

Any combination of experience and training that would provide the knowledge, skills and abilities to perform the job is sufficient. Typical combinations of training and experience would be:

#### **EXPERIENCE:**

3 – 5 years of increasingly responsible and progressive experience as an accountant in real estate, property management and/or development/construction operations.

#### **TRAINING:**

Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training and experience, OR,

**SUBSTITUTION:** Any combination of experience and education on a year for year basis up to a maximum of four years of responsible accounting experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work has been demonstrated.

### **WHAT'S IN IT FOR YOU?**

**COMPENSATION:** The pay range for this position \$4,394.88 - \$5,609.10/month with a generous benefits package which includes paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

Homes for Good offers a family friendly environment with flexible scheduling options, generous paid time off (PTO) program starting at 17.33 hours per month and paid family leave.

**WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!**

**PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE**

**APPLICATION PROCEDURE:**

[Click here](#) to complete an online application.

All applicants will be required to take a pre-employment assessment upon submission of application materials. A link to the pre-employment assessment will be included in a confirmation email. Applicants who fail to take the pre-employment assessment will not be considered for further consideration.

\*\*\*The pre-employment assessment is an important step in our hiring process. If you do not receive an email confirmation with a link to the assessment after you submit your application, please check your junk mailbox. If you are unable to locate the confirmation email and assessment link, please email us at [hr@homesforgood.org](mailto:hr@homesforgood.org) and we will send you the assessment link\*\*\*

The best-qualified applicants may be invited to complete further testing, which may consist of any combination of written, oral, performance exercises and/or skills testing. Responses to supplemental questions are required if applicable.

**POSTING DATE: Monday October 5, 2020**  
**CLOSING DATE: Monday October 19, 2020 at noon**

This position is covered by Union Representation, AFSCME Local 3267.

**Note:** This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good will establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Homes for Good has the exclusive right to alter this position specification at any time, without notice.