



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Staff Accountant, Real Estate/Affordable Housing

Department: Finance

Classification: Exempt

Reports to: VP of Finance

JOB DESCRIPTION

Summary

The Staff Accountant, Real Estate/Affordable Housing will be responsible for the accounting and financial operations of our affordable housing program and various real estate projects; ensuring PEC is in compliance with government funding requirements; and to performing all applicable accounting duties in accordance with the Government Audit Standards, the United States of Management and Budget Circular A-133, and the City of Philadelphia Sub-recipient Audit Guide.

Essential Duties and Responsibilities

Financial Administration of Government, Foundation, and Corporation Funding

- Maintain Internal Quality Control measures for all funding sources to ensure that a high standard of compliance is maintained.
- Prepare/review budgets and other financial reports
- Perform monthly closing process for PEC real estate entities according to Generally Accepted Accounting Principles.
- Determine transaction coding and record all real estate transactions including purchases, predevelopment costs, and construction draws.
- Prepare financial statements, actual vs. budget for the above-mentioned entities.
- Prepare monthly account analysis and journal entries when applicable for all pertinent balance sheet accounts in an accurate and timely way.
- Monitor and reconcile construction-in-progress accounts
- Address various financial concerns of funders.
- Maintain accurate contract files with up to date contracts and financial support documents.
- Assist in the development and monitoring of annual property budgets.
- Maintain fixed asset and depreciation schedules
- Responsible for ensuring compliance with partnership and real estate loan documents, terms, and conditions.



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Cash Management

- Complete Bank reconciliation and depreciation for all entities.
- Reconcile property rent rosters to deposit records and reconcile security deposit accounts
- Monitor compliance with equity milestones to ensure timely receipt of developer fee installments

Audit

- Prepare audit work papers and corresponding financial statements for cost certification, annual property audit, and tax returns.

Competencies

- Organizing and Planning
- Results Orientation
- Strategic Alignment
- Strong written and oral communication skills with ability to prepare clear, concise documentation and reports.
- Professional Integrity
- Problem Solving/Decision Making
- Learning Agility

Required Education and Experience

- Bachelor's Degree in accounting or business administration with a concentration in accounting
- Familiarity with Federal Single Audit Guidelines
- Minimum of 2 years real estate development and/or affordable housing accounting and budget experience with a strong understanding of accounting policies and procedures
- Knowledge of real estate development accounting specifically affordable housing and low-income housing tax credits, including credit allocations and cost certifications.

Preferred Education and Experience

- CPA or CPA Candidate preferred
- Knowledge of Yardi accounting and construction module experience
- Blackbaud Financial Edge experience

Work Environment

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.



People's Emergency Center

Nurturing Families, Strengthening Neighborhoods, Driving Change

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PEC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.

Send resume to resumehr@pec-cares.org .