

Central Minnesota Housing Partnership, Inc.

Position Description

Job Title:	Portfolio Accountant
Exemption Status:	FLSA Exempt
Reports To:	Property Director
Education:	BA in Accounting or Associate degree (minimum)

Job Summary:

Primary responsibilities include the accounting and administrative functions of the Rental Properties under the management of CMHP. This includes, but is not limited to approving A/P, balancing bank statements, preparing financial statements, leading property audit preparation, and giving general direction to the bookkeeper.

Job Duties:

1. Approve A/P coding and checks issued by the bookkeeper.
2. Preparation and distribution of monthly, quarterly, and annual financial statements
3. Annual audit preparation and provide documentation requested by auditors.
4. Prepare 1099 forms annually. Close out year end.
5. Budget Preparation assistance
6. Track and record capital improvements, maintenance work and spending, collections, bad debt write-offs, security deposits, utilities, replacement reserves, escrows, voucher payments, and receipts.
7. Manage and track USDA Rural Development project worksheets via USDA Minc computer program.
8. Perform monthly bank reconciliations and account tie outs

9. Provide basic support to the bookkeeper.
10. Perform other duties as directed.

Other:

Telephone support, answer phone, and direct calls.

Assist with maintaining and updating organizational mailing lists.

Must keep confidential and sensitive information secure within the office.

Specifications:

Maintain and operate with proficiency a personal computer with a variety of software for generating reports and correspondence (Windows, Microsoft Office, Word, Excel, Internet Explorer, FHA Simply Computer Software and YARDI.) Knowledge of USDA Minc website is a plus.

Willing to learn and understand property management.

Must be able to meet deadlines.

Must be willing to work as a significant part of a team.

Must have the ability to travel with access to reliable transportation.

Must be willing to work a normal full-time work week, no remote work.

Must be able to sit for extended periods, some bending, reaching, and lifting. up to 30 lbs.

Must have proficient skills in operating related business machines including but not limited to: computer, calculator, copy machine, fax machine, scanner, postage machine.

Must be willing and able to professionally represent Central Minnesota Housing Partnership, Inc. in communities and counties, with state and federal organizations and other public activities at the direction of the Executive Director and Property Director with a professional and informed presence.

Position requires knowledge and understanding of multiple housing resources. and programs.