

Housing Families Inc. Job Description

Job Title	Senior Accountant
Hiring Manager	Ed DeVenne
HM Title	Director of Finance
Division	Administration
Location	Malden, MA

ABOUT US

Housing Families Inc., founded in 1986 by community members concerned about the growing crisis of homelessness, has helped more than 2,400 families make the transition out of homelessness to successfully retain permanent housing. Today, Housing Families is one of the largest and most capable providers of shelter and affordable rental housing in Massachusetts.

We provide safe, temporary shelter and quality affordable housing to homeless and at-risk families. We offer individualized supportive services to enrich children's lives, nurture the potential of each family member, and help families maintain permanent housing.

Our vision is a world in which everybody has a place to call home. We are looking for those who share in this vision and for skilled, compassionate individuals who share in our agency values of Respect, Caring, Integrity, Growth, and Teamwork:

- Respect – We treat people with dignity.
- Caring – We show compassion and act thoughtfully.
- Integrity – We adhere to high standards.
- Growth – We foster innovation and continuous development.
- Teamwork – We collaborate and celebrate.

PUPROSE/RESPONSIBILITIES:

Purpose

The Senior Accountant is responsible for accounting, assisting with audits and tax submissions, government billing, assist with budgeting and timely financial reporting, and other related financial functions of HFI. As a key member of the finance team, he/she will support the organization's mission, plans, and operations.

Responsibilities:

- Manage the daily activities of the accounting department
- Collect and provide information for audit inquiries and give assistance to auditors
- Assist in the development and implementation of policies and procedures relating to financial management, budget and accounting
- Oversee the posting and maintenance of general ledger accounts, payroll transactions, accounts payable and general ledger adjustments
- Provide financial analysis statements including monthly balance sheets, income statements, cash flows statements, and actual to budget and last year variance analysis
- Bank Reconciliations, open statement and review and reconcile statement
- Tax filings as needed

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- Prepare monthly financial reports
- Collaborate with vendors, peers, managers and directors to complete project
- Prepare audit schedules and materials for combined audit of HFI and affiliates. Support auditors and Director of Finance during the audits
- Contract billing
- Track program and contract revenue and expenses

QUALIFICATIONS / REQUIREMENTS:

Qualifications – Candidates must possess all of the following to be considered:

- *5 - 8 years of experience as an accountant*
- *A Bachelor's degree in Accounting or Finance and relevant work experience is required.*
- *Experience in personnel, payroll and accounts payable functions with good organization, bookkeeping and computer skills.*
- *Must be able to meet deadlines with work that is accurate, verifiable and consistent.*
- *Strong problem-solving and analytical skills, with high level of organization and attention to detail.*
- *Requires competent written and oral communication skills.*
- *Must be able to work independently.*
- *Ability to work with a diverse team.*
- *Self-directed and motivated and effectively manage multiple priorities.*
- *Ability to plan, organize and think independently; detail oriented.*
- *Proficient with MS Word, Excel, Outlook.*
- *Experience with Financial Edge preferred.*
- *Positive attitude with a "can do" approach.*
- *Non-profit experience preferred.*
- *Capable of assuming greater responsibility within 4 – 5 months.*

Eligibility Requirements

- Must be able to pass a CORI/SORI background check
- Must have unrestricted work authorization to work in the United States
- Must be 18 years or older

APPLICATIONS/COMPENSATION:

- Interested candidate must submit a resume and cover letter to Ed DeVenne edevenne@housingfamilies.org